

CHILD INFORMATION MODULE

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SWSS Project

USER REQUIREMENTS

Table of Contents

1	INTRODUCTION	3
1.1	Purpose	3
1.2	Target Audience	3
2	MODULE NARRATIVE	3
3	NAVIGATION FLOW	5
3.1	Screen Interaction.....	5
3.2	System Flow	5
4	REQUIREMENTS LIST.....	3
4.1	Screen, Data, Out-of-Module, Output, Out-of-Module and Miscellaneous Requirements.....	6
5	EXAMPLE OUTPUT	6
6	DATA ELEMENT DESCRIPTIONS.....	24
7	HELP MESSAGES	27
7.1	SCREEN (Section or Module level. Offers an entry point to the big help file.)..	27
7.2	CONTEXT-SENSITIVE (“F1”, aka “detail”)	27
7.3	STATUS PANEL MESSAGES (formerly known as “Field Level” and “Baby” before that.)	27
8	MODULE DEPENDENCIES.....	29
9	SCENARIOS.....	30
10	TEST PLANS	31
11	Source Material.....	32
11.1	Original Requirement	32
11.2	Memos.....	105
11.3	Test Plans	228
11.3.1	Test Plan Created by Policy	233
11.3.2	Test Plan Created by SWSS Development	233
11.4	233
11.5	Email.....	Error! Bookmark not defined.
12	outstanding issues.....	32
12.1	The following items require a decision or some direction from Policy staff:	234

1 INTRODUCTION

1.1 Purpose

Information regarding the child will be available for view at a glance. Some of the information will prefill from the PS transfer process and the Case Registration Screen. Other information will be initially entered in the Child Information Section.

1.2 Target Audience

This document is intended for SWSS development staff, who will be developing a Detailed Design document to address the requirements listed in this document. It will also be of interest to development staff charged with maintaining the SWSS automated system.

The following personnel may also be interested:

- SWSS Trainers
- FIA Help desk personnel
- SWSS advance users
- SWSS project staff tasked with developing the User's guide
- Zone Children's services specialists
- CFS Policy staff

2 MODULE NARRATIVE

The Child Information Section is used on Foster Care, Juvenile Justice and Adoption cases. On JJ cases the screen is entitled Youth Information. This screen includes demographic information, placement recommendations, goal, goal status, disability information and ICWA information.

Screens and fields vary somewhat depending on the program (FC, JJ or ADPT). A legal status of OTI (47, 48, or 49) or PSI (50) will cause certain fields not to be displayed. Specific details are in the data requirements section.

Data collected in this module will facilitate adherence to foster care licensing rules, program policy and AFCARS guidelines. Other fields gather data for ASSIST and CIS.

There are no output documents generated from this section. Changes made here may affect ASSIST and/or CIS fields in which case a message will display reminding the user to print an FIA 133a and/or FIA 5s.

FIA staff involved - Children's Services Workers and Supervisors.

3 NAVIGATION FLOW

3.1 Screen Interaction

This user will not be able to access the Child Information screens until the case has been registered on SWSS.

The user will use the child information screens to enter and update child data collected in this section. The Child Information screen will be the first screen in the automatic flow of data collection screens and can also be chosen from the main menu. Data is entered by use of picklists, text fields and checkboxes.

Attempting to go to the next screen without entering certain data elements will cause a message box to display prompting the user to answer the question.

The Child Information module will display 2 different types of screens. For Foster Care and Juvenile Justice cases, there will be a series of screens which allow for the entry of child and case data as follows:

The child data screen contains both case and child information. Data from Case Registration and/or PS transfer will populate some of the fields in this module. Additional data must be entered by the user. Information entered and some prefill can be changed before printing a FIA-5S from SWSS. Once a case has been activated in SWSS; (defined by the printing of the FIA-5S) the Case Name, DOB, SSN, and Open Date fields will be grayed out and can only be changed through the corrections process.

The birth certificate, previously adopted and SSN questions may generate additional questions depending on the answers given.

The user may enter race, foster home information and ICWA information. The Recommended Type of Foster Home question will appear on FC cases and be prefilled either from PS transfer or with the default values.

The child data screen also contains disability information, goal, goal status, foster care event (FC cases), productivity status (JJ cases), biological relatives questions and the attending school question.

For Adoption cases, the Child Information module will display a different series of screens requiring less information than Foster Care and Juvenile Justice cases.

These screens also contain both case and child information. Some of the information will be prefilled from Case Registration screen, but will be correctable if necessary. Once a case has been activated in SWSS, the Case Name, Foster Care Case Name, DOB, SSN, and Open Date fields will be grayed out and can only be changed through the corrections process.

3.2 System Flow

Child is attending school question answered “yes” here for a child over age six will require a school to be entered in the education module.

Parent and relative questions may have an impact on funding.

4 REQUIREMENTS LIST

The comprehensive (we hope) list of requirements derived from the original requirements, ensuing memos, emails, and test plan documentation.

4.1 Screen, Data, Out-of-Module, Output, Module and Miscellaneous Requirements

The following requirements were derived from the original requirements documents written by policy staff for the SWSS project. Any ensuing memos, emails, or test plans regarding the project were also searched. It is intended to be a comprehensive list of all requirements pertaining to the Child Information module. Each individual requirement has a unique identifier; the two letter prefix identifies this particular module (CI = Child Information).

The list is to be used in a Requirements Traceability Matrix, which will be comprised of all the requirements for all the SWSS modules, so that the status of each requirement can be tracked and verified.

CI-1	SCREEN REQUIREMENTS:	Testing Status
CI-1.1	There must be a child(FC/ADPT)/youth(JJ) information screen	NA
CI-1.2	Child data screen cannot be accessed for a case that is unregistered.	NA
CI-1.3	The primary worker and his/her supervisors have update privileges in child data screen. All others will have "view only".	NA
CI-1.4	Provide the ability to CWFS to access and update the Child and Member module as if they were the assigned Clerks in accordance with the current edits.	NA
CI-1.5	The screen prompts and messages must change to reflect "Youth" for JJ cases and "Child" for Foster care and Adoption cases.	NA
CI-1.6	Corrections data elements will be "greyed out" on an open case, except when accessed via corrections mode. In corrections mode, all other data elements will be greyed out.	NA
CI-1.7	The following data items must be on the screen:	NA
CI-1.7.1.1	Case last name	NA
CI-1.7.1.2	Required on all case types	NA
CI-1.7.1.3	Updateable on case prior to opening. Later, must be accessed via Corrections	NA

CI-1.7.2	Case first name	NA
CI-1.7.2.1	Required on all case types	NA
CI-1.7.2.2	Updateable on case prior to opening. Later, must be accessed via Corrections	NA
CI-1.7.3	Case middle name	NA
CI-1.7.3.1	Updateable on case prior to opening. Later, must be accessed via Corrections	NA
CI-1.7.4	AKA name	NA
CI-1.7.4.1	FC/JJ cases only	NA
CI-1.7.5	FC last name	NA
CI-1.7.5.1	Adoption cases only	NA
CI-1.7.5.2	Updateable on case prior to opening. Later, must be accessed via Corrections	NA
CI-1.7.6	FC first name	NA
CI-1.7.6.1	Adoption cases only	NA
CI-1.7.6.2	Updateable on case prior to opening. Later, must be accessed via Corrections	NA
CI-1.7.7	FC middle name	NA
CI-1.7.7.1	Adoption cases only	NA
CI-1.7.7.2	Updateable on case prior to opening. Later, must be accessed via Corrections	NA
CI-1.7.8	Case number	NA
CI-1.7.8.1	Required on opened case	NA
CI-1.7.8.2	Case number must not match an existing active case unless it is for this child.	NA
CI-1.7.8.3	Updateable on case prior to opening. Later, must be accessed via Corrections	NA
CI-1.7.9	Date of birth	NA
CI-1.7.9.1	Required	NA
CI-1.7.9.2	AFCARS/ASSIST	NA

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CI-1.7.9.3	Updateable on case prior to opening.	NA
CI-1.7.9.4	On open case, only updateable in Corrections mode.	NA
CI-1.7.10	Is Date of birth estimated	NA
CI-1.7.10.1	AFCARS/ASSIST	NA
CI-1.7.10.2	Required on FC/JJ case types (not Adoption) which are not OTI/PSI	NA
CI-1.7.10.3	Must not display on OTI/PSI cases	NA
CI-1.7.11	Sex	NA
CI-1.7.11.1	Required on all case types.	NA
CI-1.7.11.2	ASSIST element	NA
CI-1.7.12	Primary Worker	NA
CI-1.7.12.1	Display on screen all types of cases with the appropriate label (Foster Care Worker, Juvenile Justice Worker, Adoption Worker)	NA
CI-1.7.13	Secondary Worker	NA
CI-1.7.13.1	Display on screen for FC and JJ cases	NA
CI-1.7.14	Legal Status	NA
CI-1.7.14.1	Display on screen all types of cases (FC, JJ, Adopt)	NA
CI-1.7.15	Living arrangement	NA
CI-1.7.15.1	Display on screen all types of cases (FC, JJ, Adopt)	NA
CI-1.7.16	Eligibility	NA
CI-1.7.16.1	Display on screen all types of cases (FC, JJ), except for PSI/OTI and Adoption cases. These would have a pick list.	NA
CI-1.7.16.2	The pick list must only include eligibility codes of "06", "07", and "13" for Adoption and OTI cases and "06" and "07" for PSI cases.	NA
CI-1.7.16.3	CIS Element for PSI/OTI and Adoption cases	NA
CI-1.7.17		NA
CI-1.7.17.1		NA

CI-1.7.18	Acceptance date	NA
CI-1.7.18.1	Updateable on FC, JJ and Adopt OTI cases prior to opening. Later, must be accessed via Corrections	NA
CI-1.7.18.2	“Display only” on Adoption case (non OTI) using the date of the “order placing child for adoption”.	NA
CI-1.7.19	Resident County	NA
CI-1.7.19.1	Required on all cases	NA
CI-1.7.20	Resident District	NA
CI-1.7.20.1	Display only the valid districts for the Resident County.	NA
CI-1.7.20.2	ASSIST element. Required on all cases	NA
CI-1.7.21	FC/JJ Open date	NA
CI-1.7.21.1	CIS element	NA
CI-1.7.22	Adoption open date	NA
CI-1.7.22.1	Prefill with the “order placing child for adoption” but allow user to change it.	NA
CI-1.7.23	Referral source	NA
CI-1.7.23.1	CIS element. Required on open case (all case types)	NA
CI-1.7.23.2	For FC/Adopt cases allow for user to select.	NA
CI-1.7.23.3	For JJ cases (non-OTI), prefill with “2 – Court”. Must be “display only” and not allow worker to change.	NA
CI-1.7.23.4	For OTI prefill with “4 – OTI”. Must be “display only” and not allow worker to change.	NA
CI-1.7.24	Has the child been diagnosed with any of the following disabilities?	NA
CI-1.7.24.1	AFCARS element	NA
CI-1.7.24.2	When “None” is chosen all other choices must be de-selected.	NA
CI-1.7.24.3	When “Not yet determined” is chosen all other choices must be de-selected.	NA
CI-1.7.24.4	The following choices must be available:	NA

CI-1.7.24.4.1	None	NA
CI-1.7.24.4.2	Emotionally impaired	NA
CI-1.7.24.4.3	Mental impaired	NA
CI-1.7.24.4.4	Visually impaired	NA
CI-1.7.24.4.5	Hearing impaired	NA
CI-1.7.24.4.6	Physically disabled	NA
CI-1.7.24.4.7	Specific learning disability	NA
CI-1.7.24.4.8	Speech and language	NA
CI-1.7.24.4.9	Other Medically diagnosed condition	NA
CI-1.7.24.4.10	Not yet determined	NA
CI-1.7.25	SSN Yes/No	NA
CI-1.7.25.1	On FC/JJ cases only	NA
CI-1.7.25.1.1	When yes is selected, SSN field will display.	NA
CI-1.7.25.1.2	When no is selected, SSN applied for date will display.	NA
CI-1.7.26	SSN	NA
CI-1.7.26.1	Display the SSN field for all case types (FC/JJ/Adopt)	NA
CI-1.7.26.2	FC/JJ cases must show this when SSN Yes is selected	NA
CI-1.7.26.3	Adoption cases must show this always.	NA
CI-1.7.26.4	ASSIST element	NA
CI-1.7.26.5	SSN must be a valid SSN number	NA
CI-1.7.26.6	Updateable on case prior to opening. On opened case, must be accessed via Corrections	NA
CI-1.7.27	Do you have the card?	NA
CI-1.7.27.1	FC/JJ cases only	NA
CI-1.7.27.2	Do not display for OTI/PSI cases.	NA
CI-1.7.27.3	If answered "No", then allow user to enter date card applied for	NA

CI-1.7.28	Applied for date	NA
CI-1.7.28.1	This field will collect either the date the SSN was applied for if the user entered “No” for SSN, or the date that a copy of the card was applied for if the user entered “No” for “Do you have the card?”	NA
CI-1.7.28.2	Do not display for OTI/PSI cases.	NA
CI-1.7.29	Race	NA
CI-1.7.29.1	ASSIST element	NA
CI-1.7.29.2	Primary race is required on an open case (or unable to determine).	NA
CI-1.7.30	Hispanic or Latino ethnicity	NA
CI-1.7.30.1	Required on an open case	NA
CI-1.7.31	Migrant status	NA
CI-1.7.31.1	ASSIST element	NA
CI-1.7.31.2	Required on an open case	NA
CI-1.7.32	Birth Certificate applied for/received	NA
CI-1.7.32.1	Display a reminder stating “Birth Certificate question is not answered”.	NA
CI-1.7.32.2	Not required on OTI/PSI and don’t display the question	NA
CI-1.7.33	Date birth cert. applied for	NA
CI-1.7.33.1	Allow user to enter on FC/JJ cases where “Birth Cert applied for” is selected.	NA
CI-1.7.33.2	Not req. OTI/PSI and don’t display the question	NA
CI-1.7.34	Recommended Foster Home Type	NA
CI-1.7.34.1	Required on an open FC/JJ case	NA
CI-1.7.34.2	Not required on FC/JJ OTI/PSI cases	NA
CI-1.7.34.3	Default to “Family”	NA
CI-1.7.35	Recommended Foster Home Number of parents	NA
CI-1.7.35.1	Required on an open FC/JJ case	NA

CI-1.7.35.2	Not required for FC/JJ OTI/PSI cases	NA
CI-1.7.35.3	Default to “2”	NA
CI-1.7.36	Recommended Foster Home Coed ? Y/N	NA
CI-1.7.36.1	Required for open FC/JJ case	NA
CI-1.7.36.2	Not required for FC/JJ OTI/PSI cases	NA
CI-1.7.36.3	Default to “coed” (Y)	NA
CI-1.7.37	Has the question been asked “Does this child have any North American Indian Heritage?”	P
CI-1.7.37.1	Required on an open case	P
CI-1.7.37.2	Not required and don’t display on OTI/PSI case	P
CI-1.7.38	Tribal Documentation	P
CI-1.7.38.1	Only display if “North American” race was selected.	P
CI-1.7.38.2	Don’t display on OTI/PSI case	P
CI-1.7.39	Tribe	P
CI-1.7.39.1	Only display field if “North American” race was selected.	P
CI-1.7.39.2	Don’t display on OTI/PSI case	P
CI-1.7.40	Language	NA
CI-1.7.40.1	ASSIST element. Required	NA
CI-1.7.40.2	Prefill with “English”	NA
CI-1.7.41	Has child been previously adopted? Y/N	NA
CI-1.7.41.1	AFCARS element. Required on open FC/JJ/Adoption cases	NA
CI-1.7.41.2	Not required and don’t display for OTI/PSI cases	NA
CI-1.7.41.3	If yes and legal status is not Court Ward – Supervised Adoption (43), Reword “Mother Known” and “Father Known” questions to read: “Adoptive mother” and “Adoptive father”.	NA
CI-1.7.41.4	If yes and legal status is Court Ward – Supervised Adoption (43), Reword “Mother Known” and “Father Known” questions to read: “previous adoptive mother” and	NA

	“previous adoptive father”.	
CI-1.7.42	Age at previous adoption	NA
CI-1.7.42.1	AFCARS element. Required if child has been previously adopted is Yes	NA
CI-1.7.42.2	Number entered will reflect years or months.	NA
CI-1.7.43	Yr or Mo	NA
CI-1.7.43.1	Required if child has been previously adopted is Yes	NA
CI-1.7.43.2	Defines whether the “Age at previous adoption” represents months or years.	NA
CI-1.7.44	Client ID	NA
CI-1.7.44.1	ASSIST element. Required on an open case (FC, JJ or ADPT cases)	NA
CI-1.7.44.2	Client ID must be a valid client id	NA
CI-1.7.44.3	The Client ID must not exist for a child with an active case unless it is in another case for this child.	NA
CI-1.7.45	Religion	NA
CI-1.7.45.1	Required on an open case	NA
CI-1.7.45.2	Not required on OTI/PSI case	NA
CI-1.7.46	Goal	NA
CI-1.7.46.1	CIS element. Required on an open case	NA
CI-1.7.47	Goal Status	NA
CI-1.7.47.1	CIS element. Required an open case	NA
CI-1.7.48	Foster Care Event.	NA
CI-1.7.48.1	CIS element. Required on an open FC, not applicable for ADPT/JJ.	NA
CI-1.7.49		NA
CI-1.7.50	Productivity	NA
CI-1.7.50.1	CIS element. Required on an open JJ, not applicable for ADPT/FC	NA
CI-1.7.50.2	Not required for OTI/PSI cases	NA

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CI-1.7.50.3	Must only appear for JJ cases with LS 40, 46 and 52.	NA
CI-1.7.51	Biological mother is known	NA
CI-1.7.51.1	Default value of Yes	NA
CI-1.7.51.2	On FC/JJ/Adoption cases only	NA
CI-1.7.51.3	Do not display on OTI/PSI cases.	NA
CI-1.7.51.4	If child was previously adopted, reword question to ask: "Adoptive mother is known"	NA
CI-1.7.52	Biological father is known	NA
CI-1.7.52.1	Default with Yes	NA
CI-1.7.52.2	On FC/JJ/Adoption cases only	NA
CI-1.7.52.3	Do not display on OTI/PSI cases	NA
CI-1.7.52.4	If child was previously adopted, reword question to ask: "Adoptive father is known"	NA
CI-1.7.53	Child has known relatives	NA
CI-1.7.53.1	Defaults to Yes	NA
CI-1.7.53.2	On FC/JJ cases only	NA
CI-1.7.53.3	Don't display on OTI/PSI cases	NA
CI-1.7.54	Child is attending school	NA
CI-1.7.54.1	JJ - Prefill with "Yes" when productivity status is "2 - School"	NA
CI-1.7.55	Caretaker Family Structure	NA
CI-1.7.55.1	Required on any case except for OTI/PSI cases.	NA
CI-1.7.56	Is the child a US citizen?	NA
CI-1.7.56.1	Required for FC/JJ/Adoption cases except for OTI/PSI cases.	NA
CI-1.7.57	Is the child a qualified alien?	NA
CI-1.7.57.1	Display and require this to be answered for all cases (FC/JJ/Adoption) except for OTI/PSI cases if the US citizen question was answered No.	NA

CI-1.7.58	Qualified alien status	NA
CI-1.7.58.1	Display and require this to be answered for all cases expect OTI/PSI if the qualified alien question was answered Yes.	NA
CI-1.7.59	Non-qualified status	NA
CI-1.7.59.1	Display and require this to be answered for all cases expect OTI/PSI if the qualified alien question was answered No.	NA
CI-1.7.60	Cell phone	NA
CI-1.7.60.1	CFC/JJ cases only	NA
CI-1.7.61	Description (tab)	NA
CI-1.7.61.1	Height	NA
CI-1.7.61.1.1	CFC/JJ cases only	NA
CI-1.7.61.2	Weight	NA
CI-1.7.61.2.1	CFC/JJ cases only	NA
CI-1.7.61.3	Hair Color	NA
CI-1.7.61.3.1	CFC/JJ cases only	NA
CI-1.7.61.4	eye Color	NA
CI-1.7.61.4.1	CFC/JJ cases only	NA
CI-1.7.61.5	There must be an “Enter/Update Narrative” button that, when selected, will pop-up a screen to enter narrative	P
CI-1.7.61.5.1	Describe the current status of the child including:	P
CI-1.7.61.5.1.1	Emotional and physical development	P
CI-1.7.61.5.1.2	Behavior (for the ISP, include past experiences and problems)	P
CI-1.7.61.5.1.3	Relationship with siblings, if applicable	P
CI-1.7.61.5.1.4	Relevant medical, dental, and vision information	P
CI-1.7.61.5.1.5	Hobbies, likes and Dislikes, etc.	P
CI-1.7.61.5.1.6	Significant events since the last assessment (for USP or PWSP)	P
CI-1.7.62	Approved for child to appear on Missing child website	NA

CI-1.7.62.1	Yes/No	NA
CI-1.7.62.2	FC/JJ cases only	NA
CI-1.7.62.3	Display only when the child is AWOL or currently appears on the web.	NA
CI-1.7.62.4	Allow update for the user if they are in the MYCU group	NA
CI-1.7.63	Mechanism to add pictures for child to the case	NA
CI-1.7.63.1	Must allow .jpg and .gif files to be attached to the case	NA
CI-1.7.63.2	FC/JJ cases only	NA
CI-1.7.64	Description of picture	NA
CI-1.7.65	Date picture was taken	NA
CI-1.7.66	Mechanism to remove pictures from the case	NA
CI-1.7.66.1	FC/JJ cases only	NA
CI-1.7.67	Mechanism to view the pictures in the case	NA
CI-1.7.67.1	FC/JJ cases only	NA
CI-1.7.68	Mechanism to extract pictures from the case to the hard drive	NA
CI-1.7.68.1	FC/JJ cases only	NA
CI-1.7.69	Medical (tab)	NA
CI-1.7.69.1	Mechanism to view the child's medical, dental and optical visits	NA
CI-1.7.69.1.1	FC/JJ cases only	NA
CI-1.7.69.2	Mechanism to add visits	NA
CI-1.7.69.2.1	FC/JJ cases only	NA
CI-1.7.69.3	For each visit entered, require the following information:	NA
CI-1.7.69.3.1	Medical provider	NA
CI-1.7.69.3.2	Reason for visit	NA
CI-1.7.69.3.3	Treatment	NA
CI-1.7.69.3.4	Visit date	NA

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CI-1.7.69.3.5	Visit type	NA
CI-1.7.69.4	Mechanism to update visits	NA
CI-1.7.69.4.1	FC/JJ cases only	NA
CI-1.7.69.5	Mechanism to delete visit	NA
CI-1.7.69.5.1	FC/JJ cases only	NA
CI-1.7.69.6	Last physical exam	NA
CI-1.7.69.6.1	FC/JJ cases only	NA
CI-1.7.69.7	Last dental exam	NA
CI-1.7.69.7.1	FC/JJ cases only	NA
CI-1.7.69.8	Mechanism to print Medical/Dental Visit Summary	P
CI-1.7.70	Mechanism to enter Previous Adoption details	P
CI-1.7.70.1	Available for CFC cases or JJ cases with legal status 52,90,91,92,93,94 (Dual Ward)	p
CI-1.7.70.2	Enabled only if Previously Adopted is answered “yes”	P
CI-1.7.70.3	Allow for entry of the following information:	P
CI-1.7.70.3.1	Date of previous adoption	P
CI-1.7.70.3.1.1	Was this date estimated? Yes/No	P
CI-1.7.70.3.2	Type of Adoption	P
CI-1.7.70.3.2.1	Domestic/Foreign	P
CI-1.7.70.3.3	Agency handling Adoption	P
CI-1.7.70.3.3.1	Allow for selection of providers in the state of Michigan who provide Adoption services as well as “Out of State Agency”	P
CI-1.7.70.3.3.2	If a Michigan Agency is selected, display the following information:	P
CI-1.7.70.3.3.2.1	Agency address	P
CI-1.7.70.3.3.3	If Out of State Agency is selected, allow for entry of the following information:	P
CI-1.7.70.3.3.3.1	Agency Name	P

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CI-1.7.70.3.3.3.2	Agency Location.	P
CI-1.7.70.3.4	Disrupted prior to Finalization	P
CI-1.7.70.3.4.1	Yes/No/Still Intact	
CI-1.7.70.3.5	Date of disruption	P
CI-1.7.70.3.5.1	Was this date estimated? Yes/No	P
CI-1.7.70.3.5.2	Available if disrupted prior to finalization is answered "Yes"	P
CI-1.7.70.3.6	Date of finalization	P
CI-1.7.70.3.6.1	Was this date estimated? Yes/No	P
CI-1.7.70.3.6.2	Available if disrupted prior to finalization is answered "No" or "Still Intact"	p
CI-1.7.70.3.7	Date of dissolution	P
CI-1.7.70.3.7.1	Was this date estimated? Yes/No	P
CI-1.7.70.3.7.2	Available if disrupted prior to finalization is answered "No"	P
CI-1.7.70.3.7.3	Required when Legal Status is 41,44,52,91,93,94	p
CI-1.7.70.3.8	Reason for disruption or dissolution	P
CI-1.7.70.3.8.1	Not available if answer is "Still Intact"	
CI-1.7.70.3.8.2	Allow for the following selections:	P
CI-1.7.70.3.8.2.1	Parent/child conflict or interaction	P
CI-1.7.70.3.8.2.2	Attachment difficulties	P
CI-1.7.70.3.8.2.3	Sibling conflict	P
CI-1.7.70.3.8.2.4	Relationship between child and birth parents	P
CI-1.7.70.3.8.2.5	Child's behavior, constitution or personality	P
CI-1.7.70.3.8.2.6	Adoptive parents' marriage or relationship	P
CI-1.7.70.3.8.2.7	Neighborhood conflict	P
CI-1.7.70.3.8.2.8	Extended family conflict	P
CI-1.7.70.3.8.2.9	Lack of post-adoption services	P

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CI-1.7.70.3.8.2.10	Other	P
CI-1.7.70.3.8.2.11	Allow recording of the Reason for “other”	P
CI-1.7.71	Mechanism for Child Locator Unit to enter narrative description of the child that will be available on the Missing Child Website.	NA
CI-2	DATA EDITING REQUIREMENTS:	NA
CI-2.1	All date fields must be valid dates, on or after the date of the child’s birth.	NA
CI-2.2	Date fields cannot allow future dates to be entered.	NA
CI-2.3	When Date of birth estimated is selected, the date of birth day will be forced to be the 15 th of the month entered. The exception would be if the 15 th of the month entered would be in the future, then the month entered will be automatically forced to the previous month.	NA
CI-2.4	Disability not yet determined selected, should disable all other disability choices.	NA
CI-2.5	Child has no known relatives – “Yes” is not valid if Foster Care event = 5	NA
CI-2.6	Age at previous adoption cannot be older than the child is.	NA
CI-2.7	Case Number may not be suffixed with a 'P'	NA
CI-3	OUT-OF-MODULE REQUIREMENTS:	NA
CI-3.1	MEMBERS REQ. – If Caretaker structure is couple, then members must ask Primary and Secondary caretaker question until both have been identified.	NA
CI-3.2	MEMBERS REQ. – If Caretaker structure is single, then members must only ask Primary caretaker question until one has been identified.	NA
CI-3.3	MEMBERS REQ. – If Caretaker structure is unable to determine, then members must not ask Primary or Secondary caretaker question.	NA
CI-4	MODULE REQUIREMENTS:	NA
CI-4.1	When a user completes a screen with updates to ASSIST or CIS elements, a message should tell the worker that it is necessary to print an FIA-133a for ASSIST input or a CIS transaction.	NA

CI-4.1.1	ASSIST elements: case name, resident county, resident district, sex, is DOB estimated?, date of birth, language, SSN, race (up to 5 races), hispanic ethnicity, migrant status, tribal documentation	NA
CI-4.1.2	CIS elements: open date, acceptance date, referral source, goal, foster care event, goal status, productivity status (JJ only), eligibility (PSI/OTI and Adoption).	NA
CI-4.2	If the user performs an action upon the database after the database has timed the user out, SWSS must automatically reconnect to the database and continue working.	NA
CI-4.3	Central Office users (county 84) need inquiry access for case information.	NA
CI-4.4	Maintain ticklers for the child/youth if the DOB changes. Remove old ticklers and generate new for the following birthdays: 16 th , 17 th , 18 th , 19 th , 20 th , 21 st . Only generate the appropriate dates.	NA
CI-4.5	Mechanism to add tickler for the primary worker if any of the following information is not in the database for FC and JJ children: Height, weight, hair color, eye color, physical description, or picture.	NA
CI-4.5.1	Tickler due date is 7 days.	NA
CI-4.5.2	Tickler must be escalated to the supervisor after 7 days.	NA
CI-4.6	Mechanism to remove the tickler when all of the information has been entered in the database: Height, weight, hair color, eye color, physical description, and picture.	NA
CI-4.7	Mechanism to maintain the web information for Missing Children,	NA
CI-4.7.1	Mechanism to keep the web information updated with the SWSS FAJ data for any FC or JJ children that are AWOL or are currently on the web (because they were AWOL).	NA
CI-4.7.2	When the “Approved for child to appear on the web” question is answered “Yes” add child to the web table.	NA
CI-4.7.3	When the “Approved for child to appear on the web” question is answered “No” remove the child from the web table.	NA
CI-4.7.4	A tickler to initiate the MARE process must appear 90 days after the goal is changed to Adoption (“10”) for FIA supervised cases.	NA

CI-4.7.4.1	If a MARE tickler with a future date has already been established by the Legal Module, do not create another one and do not delete the already created one.	NA
CI-4.7.4.2	If no MARE tickler has been created by the Legal Module, create one for both the primary and secondary workers.	NA
CI-5	OUTPUT REQUIREMENTS:	NA
CI-5.1	Medical/Dental Visit Summary	P
CI-5.1.1	Standard Case Identification Box	P
CI-5.1.1.1	Case Name	P
CI-5.1.1.2	Case Number	P
CI-5.1.1.3	Log Number	P
CI-5.1.1.4	Print Date	P
CI-5.1.1.5	Worker Load Number	P
CI-5.1.2	Print as table containing the following:	P
CI-5.1.2.1	Visit Date	P
CI-5.1.2.2	Visit Type	P
CI-5.1.2.3	Reason for Visit	P
CI-5.1.2.4	Treatment	P
CI-5.1.2.5	Provider	P
CI-6	MISCELLANEOUS REQUIREMENTS:	NA
CI-6.1	Misc. Req 1, such as certain data has to go to data warehouse	NA
CI-6.2	The following help definitions must be added for the description tab:	NA
CI-6.2.1	Describe the current status of the child including:	NA
CI-6.2.2	Emotional and physical development	NA
CI-6.2.3	Behavior (for the ISP, include past experiences and problems)	NA
CI-6.2.4	Relationship with siblings, if applicable	NA

CI-6.2.5	Relevant medical, dental, and vision information	NA
CI-6.2.6	Describe all prior formal and informal placements.	NA
CI-6.2.7	Hobbies, likes, and dislikes, etc	NA
CI-6.2.8	Significant events since the last assessment (for USP or PWSP)	NA

5 EXAMPLE OUTPUT

Gather and include the forms and letters generated by this module. If possible, mark up the examples to explain the data fields to show the source or whether or not it is required.

None.

6 DATA ELEMENT DESCRIPTIONS

A table of all the data elements entered within this module. For each item, describe its range of acceptable values. Designate items as being required for ASSIST, CIS, LICENSING or AFCARS (and any combination thereof). Also describe what other modules check these values.

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ LICENSING Out put doc
Child's last name		Alpha	Text	Required	ASSIST 133a
First name		Alpha	text	Required	ASSIST 133a
Middle name		Alpha	text	Optional	ASSIST 133a
AKA name		Alpha	text	Optional	N/A
FC last name	Foster care name	Alpha	text	Conditional for adoption cases	N/A
FC first		Alpha	text	Conditional for adoption cases	N/A
FC M.I.		Alpha	1	Conditional for adoption cases	N/A
Case number		Alpha / numeric	9	Required	ASSIST 133a
Resident county	Pick list	Alpha / numeric	2 + text	Required	ASSIST 133a
FC Acceptance Date	Date	Numeric	8	Required for foster care	ASSIST 133a
Ref Source	Pick list	Alpha / numeric	1 + text	Required for foster care	CIS 5S
Resident district	Pick list	Alpha / numeric	1 + text	Required	ASSIST 133a
Open date	Date	Numeric	8	Required	ASSIST 133a
Client ID		Numeric	10	Required	ASSIST 133a
Sex	Check box	Male / female	1	Required	ASSIST 133a
DOB	Date of birth	Numeric	8	Required	ASSIST 133a
DOB estimated	Check box	Yes / no	1	Required	AFCARS
Birth Certificate	Check box	Applied for / received	1		Licensing
Date applied for	Date	Numeric	8	conditional	Licensing
Religion	Pick list	Alpha	2 + text	Required	Licensing
Prev. adopted	Check box	Yes / no	1	Required	AFCARS
At age		Numeric	2	Conditional	AFCARS
Year / month	Check box		1	conditional	AFCARS
Language	Pick list	Alpha	1 + text	Required	ASSIST 133a

ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ LICENSING Out put doc
SSN	Check box	Yes / no	1	Required	
SSN #		Numeric	9	Conditional	ASSIST 133a
Do you have the card?	Check box	Yes / no	1	Required	N/A
Date SSN applied for	Date	Numeric	8	Conditional	N/A
Race / Sovereignty	List box	Alpha / numeric	1 + text	required	ASSIST 133a
Hispanic / Latino Ethnicity	Pick list	Alpha	1 + text	required	ASSIST 133a
Has the question been asked, "Does this child have any North American Indian Heritage?"	Check box	Yes / no	1	required	Licensing
Tribal Documentation	Check box	Pending / verified / none	1	Conditional	N/A
Tribe	Name of tribal affiliation	Alpha	Text	Conditional	N/A
Migrant status	Check box	Yes / no	1	Required	ASSIST 133a
Recommended type of foster home				Required for Foster Care – not for JJ and Adopt	
Type	Pick list	Alpha	1 + text	Required	Licensing
# parents	Pick list	Alpha / numeric	1 + text	Required	Licensing
Coed	Check box	Yes / no	1	Required	Licensing
Miscellaneous					
Goal	Pick list	Alpha / numeric	1 + text	Required	CIS 5s
FC Event	Pick list	Alpha / numeric	1 + text	Required for Foster Care – not for JJ and Adopt	CIS 5S
Goal status	Pick list	Alpha / numeric	1 + text	Required	CIS 5S
Biological father is known	Check box	Yes / no	1	Required	N/A
Biological mother is known	Check box	Yes / no	1	Required	N/A
Child has known	Check box	Yes / no	1	Required	N/A

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ELEMENT NAME	DESCRIPTION	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	CIS/ASSIST AFCARS/ LICENSING Out put doc
relatives					
Child is attending school	Check box	Yes / no	1	Conditional – required after age six years	N/A
<i>Caretaker Family Structure</i>	<i>Pick list</i>	<i>Alpha / numeric</i>	<i>1 + text</i>	<i>Required – this element is being moved from the Member Info screen to the Child Info screen per Paula 10/25/99</i>	<i>AFCARS</i>
Handicap					
Has the child been diagnosed with any of the following disabilities?	Check boxes		1	Required	AFCARS

7 HELP MESSAGES

There are to be three levels of help available: Screen, which describes how the process for the current module is supposed to work, Context-Sensitive, which describes a particular data field on the screen, and Status Panel, which offer hints about the field or command button with the current focus.

7.1 SCREEN (Section or Module level. Offers an entry point to the big help file.)

7.2 CONTEXT-SENSITIVE (“F1”, aka “detail”)

7.3 STATUS PANEL MESSAGES (formerly known as “Field Level” and “Baby” before that.)

Module: Child Information (revised 12/17)

Field	New Message
Child's Last Name	Enter last name
First name	Enter first name
Middle Name	Enter middle name
AKA Name	Enter AKA or alias name
Case Number	Enter CIS case number (X9999999X)
Resident County	Select county of residence
FC Acceptance Date	Enter acceptance date (MM/DD/YYYY)
Open Date	Enter case open date (MM/DD/YYYY)
Ref Source/Referral Source	Select referral source
Client ID	Enter Client Identification Number (9999999999)
Sex - Male	Select if male
Sex - Female	Select if female
DOB	Enter date of birth (MM/DD/YYYY)
DOB Estimated -- Yes	Select if the date of birth entered is estimated
DOB Estimated -- No	Select if the date of birth is not estimated
Birth Certificate -- Applied For	Select if application for birth certificate has been made
Received	Select if birth certificate received
Date Applied For	Enter date of application for birth certificate (MM/DD/YYYY)
Religion	Select religion
Prev. Adopted -- Yes	Select if previously adopted
Prev. Adopted -- No	Select if not previously adopted
at Age	Enter age of final order of adoption in years or months
Language	Select language
SSN -- YES	Select if Social Security number has been received
SSN -- NO	Select if Social Security number has not been received
SSN	Enter the Social Security number (999-99-9999).
Do you have the card? -- Yes	Select if Social Security number has been received
Do you have the card? -- No	Select if Social Security number has not been received
Date Applied For	Enter date of application for Social Security Number (MM/DD/YYYY)
Races (cmd button)	Select to add or modify identified races
Available Races (list box)	Select race
Arrow to the right	Select to add highlighted race to list
Selected Races (list box)	Select race

Arrow up and arrow down	Select to move highlighted race
Arrow to the left	Select to delete highlighted race from list
OK (cmd button)	Select to save to the main screen
Cancel	Select to go back without saving changes
Race/Sovereignty	
Migrant Status -- Yes	Select if migrant
Migrant Status -- No	Select if not migrant
Hispanic Ethnicity	Select Hispanic ethnicity status
North American Indian	Select if question has been asked
Heritage Yes	
North American Indian Heritage	Select if question has not been asked
No	
Pending	Select if documentation pending
Verified	Select if documentation verified
None	Select if no documentation
Tribe	Enter name of Tribe
Recommended Type of Foster Home -- Type	Select recommended type of foster home
*Recommended Type of Foster Home -- # Parents	Select recommended number of parents in foster home
*Recommended Type of Foster Home -- Coed - Yes	Select if the recommended placement can be with males and females
Recommended Type of Foster Home -- Coed - No	Select if the recommended placement should only be with children of the same sex
Select Goal	Select goal
FC Event (FC Only)	Select FC event
Productivity (JJ Only)	Select productivity
Goal Status	Select goal status
Biological Father -- Yes	Select if father known
Biological Father -- No	Select if father is not known
Biological Mother -- Yes	Select if mother is known
Biological Mother -- No	Select if mother is not known
Child Has Relatives - Yes	Select if there are known relatives
Child Has Relatives - No	Select if there are no known relatives
Attending School -- Yes	Select if child is attending school
Attending School -- No	Select if not attending school
Handicap -- None	Select if has no known disabilities
Emotionally Impaired	Select if diagnosed as emotionally impaired
Mentally Impaired	Select if diagnosed as mentally impaired
Other Medically Diagnosed Condition	Select if diagnosed with a serious medical condition (I.e. HIV, AIDS, diabetes, heart disease)
Physically disabled	Select if diagnosed as physically disabled
Visually Impaired	Select if diagnosed as visually impaired
Hearing Impaired	Select if diagnosed as hearing impaired
Specific learning disability	Select if diagnosed with a specific learning disability.
Speech and language	Select if diagnosed as speech or language impaired
Not yet determined	Select if disabilities have not yet been determined

8 MODULE DEPENDENCIES

Changes made in the placement module to living arrangement may necessitate changes in this child information module in order to maintain valid combinations for living arrangement/goal, living arrangement/foster care event, and living arrangement/productivity status.

A change in legal status in the legal module may necessitate a change in the goal field in the child information module.

9 SCENARIOS

The requirements scenarios that call for data entered by this module. This is just a cross reference into the

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10 TEST PLANS

The updated test plans written by the Program Office and/or the developer to verify the correctness of the finished application.

11 SOURCE MATERIAL

The following items are included for historical purposes only. The current requirements were derived from this source material, and are, in places, out of date, incorrect, or conflicting.

11.1 Original Requirement

CHILDREN'S SWSS REQUIREMENTS FORM

Assigned Policy Analyst:	Carolyn Snyder
Date Received By BuIS:	
Requirement # (from BuIS):	

Foster Care Flow Documentation

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

For the design of GUI screens the attached document represents the flow of foster care data as it will be taken in by SWSS. Following are the assumptions that we have made when discussing the Foster Care flow:

1. A new log number will be assigned by SWSS for cases when they transfer to Foster Care from PS.
2. It will be possible to select a Foster Care case by using the Case #, Log # or a list box of the worker's cases from the menu with the Icons (main menu?).
3. The Add New function is available as well.
4. If the Case # or Log # for a foster care case is entered we will assume that this is a maintenance transaction. Corrections will go through the Utilities menu (current thinking).
5. If choose the Add New function then we are assuming that the client is not known to SWSS in Foster Care. A reopening of case will be handled differently. Leaving reopens in the Utilities menu is an option with supervisors having to do it. We want to see the history of a foster care case with some sort of demarcation when the case is closed and subsequently if it is reopened. History on closed cases is display only unless they go in through the Corrections process.
6. In the automatic flow the worker can stop at the completion of any screen (this means that all required elements have been filled in) and exit the system. When they come back the information they entered should still be there but if they attempt to exit a screen without entering all required data it will give them an error.
7. If they attempt to print something without all the necessary information then they will get an error.
8. We need the capability that if there are changes made on screens that the edits require update to other information on other screens the system will automatically

flow them there. Placement changes under certain conditions should result in the automatic flow to payment. Funding redetermination could result in flow to placement to payment.

9. PS treatment plan data can be view in the Services Icon.
10. A case number is not required to update SWSS function until the placement data, payment data or Services data is entered. This allows the worker some time as they are waiting for their case number from ASSIST or CIS or wherever....

Member Information Screen

In an effort to simplify for workers the complex relationships foster care children have both with their families and extended families and with the PS case they came from a new screen has been developed. The member information screen will be the first screen in the automatic flow of data collection screens and can be chosen from the main menu as well as the Find a Client/Index Search screen. It serves as a global look at the child in context of her/his family relationships and an entry point for some of the incoming information from the transfer module of PS as well as a starting point for a new child coming into foster care that has not had prior PS involvement.

Information regarding the child and his/her relationships to members in her family and others important to her in her life will be available to view at a glance

It will be the initial collection point on a new incoming foster care case or will prefill for a case transferred from PS for the following information:

1. The child's name
2. Case number
3. Worker number
4. Secondary worker number
5. Relationship
6. Designation of companion cases
7. Sharing of information between companion cases
8. Updating of person status

This information can be entered initially and then updated by clicking on a button which pops up a window in which to enter data.

Navigation issues are as follows:

1. When the names are first entered choosing any update button (EDIT) will allow name to be entered and then will put in the correct box based on relationship code.
2. The capability is needed to highlight a name and go to the detail screen necessary for the relationship code already entered. This is necessary for both mouse navigation as well as keyboard navigation.
3. Ability to save changes and go into the automatic flow which for this screen is Child Data.
4. Ability to cancel, save no changes and return to main menu.
5. Show all icons (or functions they represent) under FILE so that the worker can go where ever they want to.

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

ELEMENT NAME	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/PSMIS/ AFCARS?
Member Information				
Case Number	A/N		Required	
Log Number				
Assigned Worker			Required if addnew	
Secondary Worker				
Last Name				
First Name				
Middle Initial				
Relationship			Required	
Companion case Y/N -			Required	
Person Status				
5 Day packet narrative*	text - both "Required and Optional"			

Comment [D1]:

**Note: 5 Day packet information applies to a PS household not just a particular child so it will be displayed here if it came over from PS. It will be entered here as well and could be shared with other members of the PS case that are going into foster care.*

ELEMENT NAME	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/PSMIS/ AFCARS?
Child Data				
Case Number	A/N			
Log Number				
Resident County				ASSIST
Resident District				ASSIST
Assigned Worker			Display	
Secondary Worker			Display	
Last Name			Display	
First Name			Display	
Middle Initial			Display	
foster care acceptance date			Required	
Birth certificate A/R			Required	
Date applied			Required	
Recommended type of foster home placement- Popup with :			Required	
Type			"	
# Parents			"	
Coed?			"	
Open Date			Required	
Eligibility			Required	

Comment [D2]:

Goal			Required	AFCARS, must map to CSMIS codes
Status			Required	
FC event			Required	
Disability - with popup:			Required	AFCARS, all must map to CSMIS
Disability				AFCARS
Mental Retardation				AFCARS
Visually or Hearing Impaired				AFCARS
Physically disabled				AFCARS
Emotionally Disturbed DSMII				AFCARS
Other Medically Diagnosed Condition				AFCARS
DOB			Required	
Is DOB estimated? Y?N			Required	ASSIST
Sex			Required	
SSN				
Date Applied				
Race Codes - Popup with:			Required	ASSIST, must map to CSMIS and AFCARS
Primary Race Code				ASSIST
Multiple Racial Indicator Y/N w/ popup				ASSIST
Secondary Race 1				ASSIST
Secondary Race 2				ASSIST
Hispanic Ethnicity Y/N				ASSIST
Tribal Documentation P/V/N				ASSIST
Language			Required	
"Has child ever been adopted?" If yes - popup with:			Required	
Age of child at adoption				
Client ID - replaces Recip ID	N	10		ASSIST
Religion			Required	
Share information? Y?N				

ELEMENT NAME	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/PSMIS/ AFCARS?
Parents				
Standard heading with info regarding case				
Last name (parent's)			Display	
First name "		same	Display	
Middle initial		same	Display	
Address-same format as Child Data			Required - can be "Unknown"	
Phone-same format as child data				
DOB			Required	
"Is DOB estimated?" Y/N			Required	ASSIST
Sex			Required	
Race codes-same as Child Data			Required	ASSIST, CSMIS and AFCARS
Client ID				ASSIST
Relationship			Display	
Education			Required	
Occupation			Required	
Religion			Required	
Language			Required	
SSN				
"At the time of removal was child living with this person?" Y/N Popup if yes:			Required	
Caretaker Family Structure			Required	AFCARS
"Government Benefits Information" Popup with:				
Parent deceased? Y/N			Required	
Date of death			"	
Parent Retired? Y/N			Required	
Date of Retirement			"	
Parent Veteran? Y/N			Required	
Dates of service (from and to)			"	
Parent Disabled? Y/N			Required	
Date of disability			"	
"Does parent show active interest in the ward?" Y/N			Required	
Legal Parent?Y/N			Required	

Comment [D3]:

Emergency contact? Y/N			Required	
Share Information? Y/N				
"Do you want to generate a FOSTER CARE ACTION SUMMARY?"				
"Do you want to generate a PARENTS CURRENT ADDRESS document?"				
Add more? Y/N				

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ELEMENT NAME	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/PSMIS/ AFCARS?
Relatives/Other Persons				
Standard heading with info regarding case				
Last name (other person's)			Required	
First name "		same	Required	
Middle initial		same		
Address-same format as Child Data			Required	
Phone-same format as child data				
DOB			Required	
Is DOB estimated? Y/N			Required	ASSIST, AFCARS
Sex			Required	
Race codes-same as Child Data			Required	ASSIST
Client ID				ASSIST
Relationship			Display	
Education				
Occupation				
"At time of removal was child living with this person?" Popup if yes :			Required	
Caretaker Family Structure				AFCARS
Religion				
SSN				
Emergency contact? Y/N				
"Does this person show active interest and/or provide support to the ward?" Y/N			Required	DSS-3205
Share Information?				
Add More?				

Comment [D4]:

ELEMENT NAME Medical Info	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/PSMIS/ AFCARS?
Standard heading with info regarding case				
Primary Physicians Last Name				
First name				
MI				
Address - popup if name filled in; in same format				
Phone #1				
Phone #2				
Date of Last Physical-popup if filled in:				
Proof				
Date of proof				
Copy given to parents? Y/N				
Date of Last Dental - popup if filled in:				
Proof				
Date of proof				
Immunizations - Popup with types and dates:				
DPT				
DPT/DTaP				
OPV				
HIB				
Hep-B				
MMR				
Td				
Letter to Foster Parents?				
Medical Records Screen button				

Comment [D5]:

ELEMENT NAME Medical Records *	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/PSMIS/ AFCARS?
Standard heading with info regarding case				
Type M/D			Required	
Treatment date			Required	
Date report received				
Reasons and symptoms	text			
Local Md or clinic	Text			

Comment [D6]:

Treatment	Text			
Generate medical records face sheet Y/N ??????				
Last sent			Display	
More? Y/N				

*Note: History of this information will be defined in the history specifications. Right?

ELEMENT NAME	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/PSMIS/ AFCARS?
Services Info				
Standard heading with info regarding case				
Services provider name			Required	
Services provider #			Required	
Name of family member served: Choose which on from list box			Required	
Service Type			Required	
Service Status			Required	
Service Begin date			Required	
Service End date				
Services delivered to the PS case this child was most recently a part of - button				
Comments	Text			
More? button				

Comment [D7]:

Note Pressing this button would show the services delivered to the members of the PS case from which this foster care child came from. It would show all services of this PS case - both past and current (if the PS case was still open). **Would it be possible to show all services that were ever delivered to this child?*

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description
Address	If "Unknown" is typed in street line then no further entry need be made on any other address lines
Case Closing	If choose this screen and placement end date not given then error - "Can't close case until you enter a placement date
Service end date	If service end date entered then must entered service status

*Should people that are deleted during transfer to FC show up with their services in this section?

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.

Member Information screen should be talked about as a global place to see relationships of people in family even if foster care cases are single member cases. Services provided to all family members is important. Filling in outcome data in the services status is also important to legislators. Providers must be added first in the Provider Management module for these services.

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

9. DEPENDENCIES. List any dependencies. Include conversions.

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

*Revised on 12/12/96

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	Wilson
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: Statewide Foster Care, Adoption, and Delinquency Data Conversion
Revised 8/97

1. BUSINESS PROCESS.

Statewide conversion for foster care, adoption and delinquency will require data converted from CIS, CSMIS and the SWSS transfer module. Conversion must take place as close as possible to the county implementation of the Foster Care SWSS Module. Conversion of adoption and delinquency data will have to be completed as close as possible to county implementation.

2. SWSS INTEGRATION *This section has been reworded for clarification during the 8/97 revision.*

Conversion could be made from CSMIS only, if CSMIS is updated by CIS at the same time the county is converted to SWSS. It would take a coordinated update and conversion program. The following is written with the assumption that CSMIS is not updated at the same time as SWSS conversion. The data elements needed from conversion and the fields they populate remain the same.

1. The first stage of conversion will be from CIS which includes the currently active cases from program 2 (foster care and adoption) and program 4 (delinquency). The complete list of data elements is attached including which screens in SWSS they populate. This is the most current data to be converted and will take precedence over CSMIS and transfer data.

Adoption will require conversion of Adoption Type and Adoption Suffix in addition to those listed for foster care. Adoption will also require conversion of the most recent closed foster care case, which includes the close code of 3 = Placed for Adoption. There is a link in CIS between the closed foster care case and the open adoption case. This link will need to be determined at the time of adoption conversion.

Delinquency will require conversion of the same data elements as Foster Care. For those with a Target Group / Legal Status (TG) of 46 and 52 the Commitment County, Arrest Date and Commitment Offense Code will need to be converted. The Commitment Date and Target Group / Legal Status (TG) for dual wards (TG 52) will require 2 entries. For cases with a prior close code of 17= closed to neglect and open to delinquency, and / or TG 52, the conversion of all available CSMIS history will be necessary, including that associated with the closed foster care case.

2. The second stage of conversion includes the CSMIS history data. We will convert history data on the currently active caseload from the current open date. Included will be the following data elements: Provider ID Number, Placement Begin Date, Target Group/ Legal Status, Acceptance Date(s), Commitment Date, Living Arrangement, Funding Source. The Acceptance Dates, where there are more than one, can be identified as follows: the earliest Acceptance Date, in the current open case, goes on the Child Data Screen in SWSS. Youths who are TG 41, 44 and 46 will have one field in the Legal Section for their second Acceptance Date. Youths who are TG 52 will have two fields in the Legal Section for their second and third Acceptance Date.

A Placement End date will be entered as the next begin date minus one day. End date is not carried on CSMIS.

For example:

All CSMIS information regarding placements will need to be listed in the placement history box. The worker will have the opportunity to click on a placement in the history box to view the placement screen, but for all of those entered prior to SWSS statewide implementation, there will only be Provider number, living arrangement, funding source, begin and end dates. Any other information, including the name of the foster home, will need to be entered by the worker if they want a complete screen. Benefit: workers will have a history list for the child. Downside: workers will have very incomplete information on the placement history screens and history may or may not be accurate.

3. The third stage of conversion is converting SWSS Transfer to Foster Care Data. The worker will need to be able to access a list of all the cases in their county that have been transferred from PS to FC which have data stored. They would then select the appropriate case and view a case summary of specific 5 Day Packet information. When they have identified the correct case the worker will have the option to include the data in the transfer case record. To do this they will select "Transfer (or Convert) Data" and the data will populate the appropriate screens (data elements and mapping information are attached). This would essentially include data from the 5 Day Packet which is not included in CIS or CSMIS. Transfer data will not overwrite CIS or CSMIS data as CIS will be the most current of the converted data.

Giving the foster care worker the option of transferring the data available is considered better than automatically filling in the transfer data during conversion. The reason for this include that the case may have been in transfer for over two years prior to FC SWSS implementation and the information known now is more accurate. It also eliminates the chances of transferring cases which mistakenly appear more than once on the transfer list. Another factor in this decision was that there was no unique identifier on the PS case that linked it to the FC case as the log number and case number change when transferred.

The display of the transfer list should contain the following elements:

CFC Case name	DOB	Recipient ID *
---------------	-----	----------------

* Recipient ID will not be available on some cases as it was only very recently made a required field in the PS to FC Transfer.

3. DATA ELEMENTS. Lists of the conversion elements and where they are found on CIS records, CSMIS records or in the Transfer to Foster Care, are attached, including what fields in SWSS they are to populate.

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

There are no known edits for conversion. Since the data is coming from CIS and CSMIS the edits associated should have already been cleared prior to entry.

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

The are no outputs from conversion.

6. TRAINING ISSUES. Workers will need to be trained about the conversion of the Transfer to Foster Care data. They will be able to view the data stored in the transfer module and choose to convert that data or not, depending on how current and accurate the information is.

7. TESTING ISSUES. Testing to be sure the correct data from CIS and CSMIS is being converted to the correct elements will need to be done prior to state wide conversion. Testing of the Transfer to Foster Care data will also require thorough testing.

8. POLICY ISSUES. There are no known policy issues related to conversion.

9. DEPENDENCIES. Successful state wide implementation will depend on successful conversion.

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	Carol Kraklan
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: Foster Care History

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

Currently within SWSS the Foster Care module tracks history within certain screens. In the field there is no systematic way to track history except through worker manual input on forms that are contained within the Foster Care file.

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

History will be integrated within particular screens. When a worker selects an icon, if history is kept within the screen and there have been no previous entries a worker should be given a blank form to allow the worker to enter the appropriate information.. If there have been previous entries the History Box should display. History will be displayed with the most recent entry at the top and in descending order thereafter. At this point a worker can either add new or select a particular history line. If add new is selected the worker must enter their entries in ascending order. An End Date must be entered for the Educational-School attended entry, Placement and Payment before another one can be added. If they select the current history line they will have update capabilities. All other history lines will be display only and the worker will need to go through the correction process to correct history. *(For specific details see individual specifications.)*

History lines will be kept in the following screens for Foster Care:

Parent'(s) Address (New history item)
Educational Information
Legal Information
Funding Determination *(See Darl Van Heest's specifications.)*
Placement Information
Payment Authorization
Medical Information
Services Information

History for Parent's Address is a new history field. SWSS will need to keep history on this in order to print out part of the FIA-3195. This form tracks the child's placement, the School Attended and the Parent's Address. *(See attached)*

Medical and Dental appointments are currently being kept in history in order to generate a Medical Face Records Sheet.

If a Foster Care case is reopened, history lines for previous cases should display on the screen. A worker should be able to discriminate the previous case history from the current case history. Services data from the PS case that created the Foster Care case will also display in history. The services from PS will need to be distinct from the services that a family receives in the Foster Care case. (See *Foster Care Flow Documentation Specifications*, by Carolyn Snyder.)

Within the Report Generation Menu, if a form has been printed previously the last date the form was printed should display on the screen.

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

See particular specifications for Data Elements for which history will be captured.

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each

Element Name	Edit Description
<u>See specific specifications for details</u>	

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

The Medical Face Sheet, the Youth Placement and Education Record (FIA-3195) and the Foster Care Action Summary will be forms that will print out based on history.

The Foster Care Action Summary serves four separate functions.

1. If a child is moved to a new foster home a worker must fill out a Child Replacement Summary.
2. If a parent moves the worker must notify the court of this change of address and the worker can print out this form to send to the court.
3. If there is a change in the caseworker the worker can request the form to be printed to send to the court and/or the family. History is not tracked for this item only.
4. If the child is removed from a Foster Care setting to another placement the worker must fill out a Termination from Foster Care Summary.

Actions 1, 2, and 4 all print out the old address and the new address. This report will print out from the placement screen for actions 1 and 4 and from the Report Generation Menu for all four functions. (See *Placement Specifications for further information*.)

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.

Worker will need to understand how history is kept within SWSS.

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

N/A

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

N/A

9. DEPENDENCIES. List any dependencies. Include conversions.

History from CIS and CSMIS will be converted into SWSS for Foster Care. (See *Conversion Specifications by Lisa Fattori and Pat Wilson.*)

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

*Revised on 12/12/96

**CHILDREN'S SWSS
REQUIREMENTS FORM**

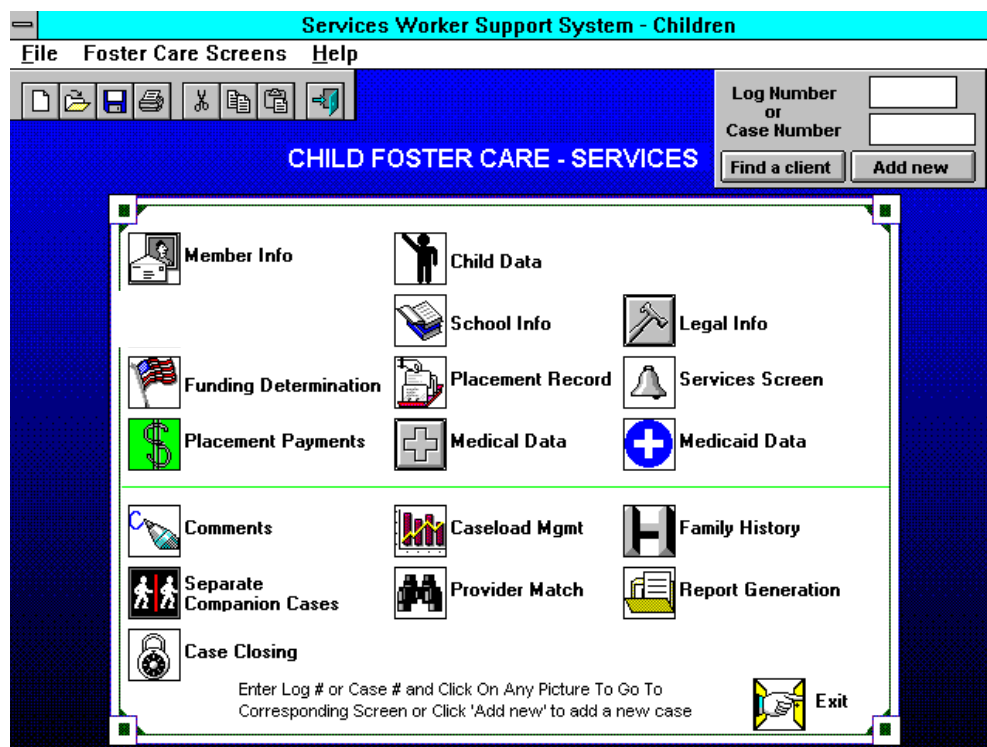
Assigned Policy Analyst:	Carol Kraklan
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: SYSTEM FLOW FOR FOSTER CARE, ADOPTION AND DELINQUENCY

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific, Include all forms, documents, letters and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

Cases are now Opened on paper using the 133.

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.



CASE REGISTRATION FOR ALL PROGRAMS

A Worker will select the ADDNEW at either the Foster Care, Adoption or Delinquency Main Menu, as seen above. Register and Open are ASSIST and CIS terms. A Case is Registered on ASSIST via a transaction. A second transaction disposes of the Case on CIS. Foster Care, Adoption and Delinquency Cases are always Open at disposition. (*On a rare occasion, Cases are withdrawn. For more details see below.*) SWSS will generate a FIA-133a to input Registration information into ASSIST and a Case will be disposed of on CIS using a FIA 5-S. (*See 133/5-S Specifications for details.*) Four edits regarding Case Opening are:

- A Foster Care or Adoption Case can only be Opened on a child who is under 18 as of the Opening date.
- An ACT 150, Delinquent, Legal Status, 46, and 52, must be age 12 or over, and can be Opened up to the age of 21, if the youth committed the crime under age 18.
- A Case can not be Registered if there is an Active Case of the same Program Group already Open.
- Changes will be taking place to CIS to allow a Foster Care Case to change the Legal Status to 50 for a youth who is an MCI ward. This would allow the youth to remain under the supervision of the Agency after the age of 19. Previously these cases were Closed and then Reopened with a Legal Status of 50.

If Registration and Open are done at separate times, Registration must always be done before Opening the Case. If the Worker does not print a Registration-133a, the Case Status will be Unregistered and the Worker will only have access to the Case Registration Screen to make changes. If the Worker selects a Case that is Unregistered

they should always be taken to the Case Registration Screen. Once the Case has been Registered i.e., a 133a for Registration is printed, the Case will show up on the Worker's Case Listing as a Registered Case. The Worker will still have access to the Case Registration Screen but the Screen will be display only. Once the Case is Open the Case Registration Screen will not be available to the Worker to view. The Worker will have 30 calendar days to Open the Case from the Date of Registration. A Tickler should display for the Worker thirty days before the Case is to be Opened. If the Tickler is overdue, the Tickler should be sent to the Supervisor. (*This is detailed in the Tickler Specifications by Danielle Bedard.*)

An example of a Worker's Case List would be:

CASE NAME		CASE#	LOG#	STATUS	WORKER#	PROGRAM
Addnew	Carol	V1234567A	00450	Unregistered	42003005	Foster Care
Boop	Betty	V4545669A	00351	Registered	42003005	Delinquency
Boop	Bobby	V4545670A	00352	Active	42003005	
	Adoption					
Branch	Bertha	V2309458A	00231	Active		42003005
	Adoption					

Unregistered Cases display on the List first, with Registered and Active displaying thereafter. A button should be available for the worker to select to see a listing of their Closed Cases.

A Supervisor's Case Listing will also have an Unassigned Status. Unassigned Cases should display at the top of the Supervisor's Case Listing.

A new Log # will **not** be generated when a Case goes from having an Unregistered to a Registered Status or a Registered Status to an Active Status.

For both Cases that are Registered and Opened at different times and Cases that are Registered and Opened at the same time, the Worker should be allowed to enter any information that they have on SWSS at anytime before the Case is Open. Automatic flow should still work, but a Worker should likewise be able to enter information on any Screen they select. Validation edits should function at this time, but Screen edits for required data elements should not be utilized until a Worker tries to generate an Opening 5-S. Once all required data has been entered, the Worker can generate an Opening 5-S that is sent to a CIS operator who Opens the Case on CIS. If a Worker tries to print an Open-5-S and does not have all of the required fields a list box should appear that details what element(s) are not filled in and what Screen(s) they are on. A Worker should be able to highlight a particular element and then click on a button that will take them to the particular Screen(s) where the element(s) are located. They should also be able to print out a list of the missing element(s). (*See the 133 Specifications for required data entry.*) Once the Worker has printed an Opening 5-S on SWSS, the Case Status should go from Registered to Active.

Please see attached flow charts that detail the ADDNEW process.

A statewide search of the database will be done for all ADDNEW Cases. This is to ensure that two Cases will not be Open on the same child. A Worker will be able to

ADDNEW from any program specific Main Menu. (See picture of Main Menu above.)
Once a Worker selects ADDNEW a box will pop-up appear.

LAST NAME: [xxxxxxxxxxxxxxxxxxxx] FIRST: [xxxxxxxxxxxx]
CHILD'S LEGAL STATUS: [xx] DOB: [MMDDYYYY]

A statewide search of the database would take place once the Worker pressed Enter.
Edits for this search are:

- SWSS would not search the PS database, as a child can be Active in a PS Case and either a Foster Care or Delinquency Case. Information will not Prefill from a PS Case either.
- Only Cases where the Recipient was under 18 should display.
- Only the most recent case found for the Child would display for the worker.
- The List from the statewide search should display cases with and without a DOB, as DOB is not required in the above box.
- If the Worker found that there was already an Open Case in the same Program Group (For edits, see chart of Legal Statuses to determine what Program Group they belong.) an ADDNEW would not be allowed. The Worker would need to be told that there is an existing Case Open. A message such as the one below should appear on the Screen.

CASE CANNOT BE OPENED
BETTY BOOP ALREADY ACTIVE FOSTER CARE IN COUNTY 12-
BRANCH
CONTACT CASE WORKER-CAROL KRAKLAN AT (517) 279-4208

- If there is an Open Case in a different Program Group, a message should tell the Worker the same message as above, but the Worker may Register the new Case but will not be allowed to Open the Case as long as the already existing Case remains Open.

ADDNEW IN FOSTER CARE (See Flow Chart A)

In Foster Care, once the Worker has entered a Name and Legal Status in the box above and pressed Enter, a statewide Case Listing with Open and Closed Delinquency Cases and Foster Care Cases will appear. The only Cases that a Worker can either Prefill or Reopen are any Delinquency Case or a Closed Foster Care Case. At this point in time the actions a Worker can take are to:

- 1) Reopen a Closed Foster Care Case or
 - a) Companion Case
 - b) Individual Case
- 2) Prefill information from a Delinquency Case or
- 3) Proceed with the ADDNEW process with no Prefill process.
 - a) Link or make a Companion Case with an Active Case
 - b) Do not Link to an Active Case

If they select a Case from the statewide database search, the Worker will be given a Case Summary. The Case Summary Screen should look like this:

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

CASE SUMMARY SCREEN:

TYPE OF CASE: FOSTER CARE **OPEN DATE:** 04131996* **LOG#:**
00000321

CASE STATUS: ACTIVE **WORKER#:** 42003005-CAROL KRAKLAN **PHONE:** (517)
241-7977

CASE NAME: BETTY BOOP **DOB:** 12251992 **SEX:**
FEMALE

CASE #: V1234567A **RACE:** 1-WHITE **MULTIRACIAL:**
2-BLACK

HISPANIC: NO **TRIBAL DOC.:** PEND.

DISABILITY: 2-VISUALLY OR HEARING IMPAIRED **LANGUAGE:** ENG.

SSN#: 230339845 **LEGAL STATUS:** 42-NEGLECT

PLACEMENT:** 05-FOSTER HOME **PLACEMENT DATE:**
04131996
FRED AND WILMA FLINTSTONE
22 RUBBLE LANE
BEDROCK, IN 39406

PARENT INFORMATION:

NAME: BOOP BETTY SR. **DOB:** 03141965 **SEX:**
FEMALE

RELATIONSHIP: BP-BIOLOGICAL PARENT **RACE:** 1-
WHITE

ADDRESS: 45 LUCKY LANE
COLDWATER, MI 49036

NAME: BOOP BILLY **DOB:** 08161961 **SEX:** MALE
RELATIONSHIP: BP-BIOLOGICAL PARENT **RACE:** 2-
BLACK

ADDRESS: UNKNOWN

COMPANION CASE INFORMATION:***

NAME: BOOP BILLY JR. **DOB:** 03141991 **SEX:** MALE

RELATIONSHIP: SL-SIBLING **CID:** 04958327 **LOG #:**
RACE: 1-WHITE
00000320

NAME: BOOP BOBBY **DOB:** 06071995 **SEX:**
MALE

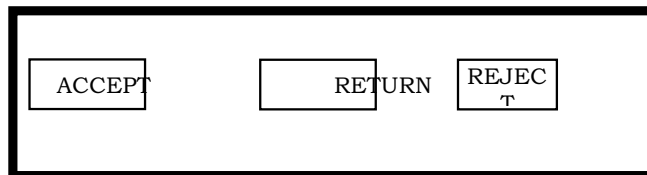
RELATIONSHIP: SL-SIBLING **CID:** 04325974 **LOG#:**
RACE: 1-WHITE
00000322

*If the Case is Closed, a Closed date should display also.

**Last known placement for the Case.

***If there are Companion Cases display demographic information with the Case selected.

After the Worker has looked over the information they will be given the option to:



The image shows a rectangular frame containing three buttons. The first button on the left is labeled 'ACCEPT'. The middle button is labeled 'RETURN'. The third button on the right is labeled 'REJECT' with a small 'T' centered below the text.


If the Worker ACCEPTs the Case and the Case selected is of the same Program Group, i.e., Foster Care, then this will be a Reopen and all information from the previous Case will transfer to the new Case (Action 1). There should be a delineation (demarcation) as to the Closed Case information and the new Case information. The Worker will also need to fill in a new Open date and Acceptance Date. If the selected Case is a Delinquency Case, see below for the information that would Prefill on the new Case (Action 2).

If a Worker selects RETURN, this means that the Case they are viewing is not the correct Case, and the Worker should be returned to the Case List.

If the Worker selects REJECT at either the Soundex Case List or while viewing a Case Summary they will be taken directly to the Case Registration Screen and there will be no Reopen or Prefill functions. (*See below for more details.*)

A new Log # should be created for all ADDNEW Cases.

When the Worker is Reopening a Foster Care Case, if it was a Companion Case (Action 1a) and had not been previously split, the Worker should be taken to the Screen below where they can again designate whether the children should be Companion Cases, Individual Cases or Other Persons. If the Case was an Individual Case, the Worker would not be taken to this Screen (Action 1b).

MAPPER-H						
File						
CPS H01 DISPLAY SERVICES WORKER SUPPORT SYSTEM (SWSS) AUGUST 28, 1997						
SPLIT FAMILY CASE - PREPARE PS CASE FOR SPLIT TO FC						
CPS NAME: BETTY BOOP LOG#: 0000354 CASE #: K3409897P						
Enter "C" for FC COMPANION cases that will share common information.						
Enter "I" for FC INDEPENDENT cases that do not share common information.						
Enter "O" for OTHER persons & parents that will not be a case but are important						
Enter "D" for other persons that should NOT be associated with the FC case.						
C/I/O/D	LAST NAME	FIRST	M	DOB	SSN	RID #
C	BOOP	BOBBIE		12131982		
C	BOOP	BIG		07041980		
O	BOYFRIEND	BILL	0	01231976		
O	BOOP	BETTY		09161965		
O	BOOP	BOBBY	H	09161961		
						
NEXT PROGRAM 4Retrn DESC: TRANSFER TO CFC MENU						
<div> <div>4Retrn</div> <div>8Help</div> <div>9Print</div> <div>10Cncl</div> </div>						

After this Screen in Action 1a, the Worker would then be shown a List Box with the names of the Unregistered Cases from which they could select a person and then be taken to the Case Registration Screen.

REGISTER CASE?	
BOOP BOBBIE Y/N?:	[N]
BOOP BIG Y/N?:	[N]
BOOP BETTY Y/N?:	[N]

The Worker should be returned to this box until all Case are Registered.

The flow for Actions 1b, and 2 will skip this process and the Worker should be taken directly to the Case Registration Screen. If the Worker has selected the ACCEPT function, then the fields that are both highlighted and bolded should Prefill on the Case Registration Screen. (See below.) The CID or RID number should not Prefill and the Worker will be required to enter it on the Case Registration Screen if they select ACCEPT. (The CID also does not display on the Case Summary Screen.) The Worker must type in the number and the computer will verify that the number the Worker entered on the Screen and the number that is in the previous Case matches. This is done to prevent a Worker from Prefilling a Case with the wrong client information. If the number does not match, a message should tell the Worker that it does not match and they should be able to retype the number in again or RETURN or REJECT. If the Worker were to Reject they would be taken through the flow for action number 3. (See

below.) If they retype the number and it still does not match, the Prefill will not be allowed and they should again be given the option to RETURN or REJECT.

If the Worker has selected REJECT(they did not select a Case from the list), the information on the Case Registration Screen should Prefill the appropriate Screens within SWSS; although the Placement Address should never Prefill on the Placement Screen.

On the Case Registration Screen the Worker will be given the option to print a 133a for Case Registration. If the Worker prints the 133a, SWSS will consider the Case Registered and the Worker will be given the option of proceeding with Opening the Case. If the Worker chooses to proceed with Case Opening they will be taken to the Member Info. Screen. If they choose not to print the 133a, the Case will have a Case Status of Unregistered and the Worker should be taken back to the Main Program Menu. In the instance of Reopening Companion Cases (1a) all Cases must be Registered before a Worker can proceed with Case Opening.

When a Worker has selected an Open Delinquency Case to Prefill information in the Foster Care Case, the Worker should be allowed to Register the Case on SWSS, but the Worker should be given a message that, "The Active Case must be Closed before the new Case is Opened." The Worker can enter information onto SWSS Screens, although when a Worker tries to Open the Registered Case, i.e., print an Opening 5-S, if there is still an Active Delinquency Case on SWSS the Worker should be given the same message as above.

CASE REGISTRATION SCREEN

REGISTRATION DATE: [MMDDYYYY]*

LAST NAME: [xxxxxxxxxxxxxxxxxxxxxx] **FIRST:** [xxxxxxxxxxxxxxxxxx] **MI:** [x]

PLACEMENT ADDRESS: [xxxxxxxxxxxxxxxxxxxxxx] [xxxxxxxxxxxxxxxxxxxxxx]

CITY: [xxxxxxxxxxxxxxxxxxxxxx] **STATE:** [xx] **ZIP CODE:** [99999]-[9999]

HOME PHONE #: (999) 999-9999 **ALTERNATE PHONE:** (999) 999-9999

LANGUAGE: [x] **CID:** [99999999] **SSN:** [999999999]

DOB: [99999999] **DOB ESTIMATED:** [x]

SEX: [x] **MIGRANT INDICATOR:** [x] **PRIMARY RACE:** [x]

MULTIRACIAL INDICATOR: [x] **SECONDARY RACE CODE:** [x] [x]

HISPANIC ETHNICITY: [x] **TRIBAL DOCUMENTATION:** [x]

WORKER ASSIGNED: [99999999] **SECONDARY WORKER:** [99999999]

PRINT FIA 133a FOR REGISTRATION Y/N?: [Y]**

PROCEED WITH CASE OPENING Y/N?: [N]

*Prefill with "today's date", this is the Date of Acceptance

**Prefill with a "Y"

AKA Registration?????

Case Information that would Prefill on all ADDNEW Case from a Closed, different Program Group is:

ELEMENT NAME
Member Information
Last Name
First Name
Middle Initial
Relationship
Person Status

Child\Youth Data
Last Name
First Name
Middle Initial
AKA Name
Disability - with pop-up: 1-9
Disability-pop-up box Y/N/Not yet determined
Mental Retardation
Visually or Hearing Impaired
Physically disabled (Youth)
Emotionally Disturbed (DSMII)
Other Medically Diagnosed
Condition Requiring Special Care
DOB
Is DOB estimated? Y/N
Sex
SSN
Race Codes - Pop-up with:
Primary Race Code
Multiple Racial Indicator Y/N w/ pop-up
Secondary Race 1
Secondary Race 2
Hispanic Ethnicity Y/N
Tribal Documentation P/V/N
Language
"Has child ever been adopted?" If yes - pop-up with:
Age of child at adoption
Religion

Parents Data
Last name (parent's)
First name
Middle initial
Address-Pop-up with-Prefilled can overwrite
Street
Supplemental line
City
State pop-down "MI" Prefilled
Country "US"
Zip
Phone 1
Phone 2
DOB
"Is DOB estimated?" Y/N
Sex
Race codes-same as Child Data
Client ID
Relationship
If birth mother is indicated for this field then ask, "Was mother married at time of youth's birth?"
Education
Occupation
Religion
Language
SSN
"Does this person have primary caretaking responsibilities?" Y/N
Caretaker Family Structure
"Does this person have secondary caretaking responsibilities?" Y/N
"Government Benefits Information" Pop-up with:
Parent deceased? Y/N
Date of death
Parent Retired? Y/N
Date of Retirement
Parent Veteran? Y/N
Dates of service (from and to)
Parent Disabled? Y/N
Date of disability
Legal Parent? Y/N
Emergency contact? Y/N

Relatives/Other Persons*
Last name (other person's)
First name
Middle initial
Address-same format as Youth Data
Phone-same format as Youth Data
DOB
Is DOB estimated? Y/N
Sex
Race codes-same as Youth Data
Client ID
Relationship
Education
Occupation
Caretaker Family Structure
Religion
SSN
Emergency contact? Y/N

Legal Data
None **

Structured Decision Making (SDM)
None

Services***
None

Education
None***

Placement Data
None***

Funding Determination
None***

Payment Authorization
None***

Medical Data
All

Medical Records
All

*Relatives/Other Persons information will Prefill in the new Case but a Worker can delete these people from the Case on the Member Information Screen until such the time that the Case is Active.

**All of this information should display on the new Case if the previous Case was Open or if there is dual legal Status in Delinquency. In Delinquency there are dual legal Status codes that are only valid within SWSS, which will convert to CIS Legal Status codes on the 133a and 5S. If an Active Foster Care Case becomes a Delinquency Case but court jurisdiction remains under the Neglect statute, the Foster Care Case will be Closed using closing code 17-Closed to Neglect, Open to Delinquency. The Delinquency Case will be Registered using a Delinquency Legal Status, but the Legal Status in the Legal Information will be convert in SWSS to either a 90-94. (See chart below.) The Delinquency Case would not be Opened until such time that the Foster Care Case was Closed. The Foster Care Worker would become the secondary Worker on the Delinquency Case. This will enable the Worker to keep track of the Foster Care Legal information but only maintain one Case on SWSS. On the Delinquency Legal Screen there should be an option button on the Screen that is Prefilled with Delinquency, but can be changed to Foster Care. If the option is selected as Delinquency, the court information should be updated for the Delinquency Case. If the Worker chooses Foster Care, the Legal Information would update on the Closed Foster Care Case. This situation would be applicable where the youth was a Foster Care Case and then became a Delinquency Case and also with Dual Wards, Legal Status/TG-52, and 90-94. Foster Care legal could be updated indefinitely if the court does not relinquish jurisdiction or the youth is a Dual Ward. The Delinquency Worker would only be able to update the Delinquency Legal Information and the Foster Care Legal Information would be display only and vice versa.

This capability would only be available if the Delinquency Case was Prefilled from a Foster Care Case. What about Cases with TG\Legal Status 52, dual wards who are converted and do not have a Closed Foster Care Case.

☒ DELINQUENCY HEARING ☐ FOSTER CARE HEARING

***In the instance where there is already an Open Case and the existing Case does not actually close, i.e., closing codes 17-Closed to Neglect, Open to Delinquency, or the new CIS code 19(?), Closed to Delinquency, Open to Neglect, all information should transfer to the new Case, as in the Reopen process.

The flow of information described above will be a Prefill process, except a Reopen. If the Worker has ACCEPTed the information from another Case, there should be a selection on the Program specific Main Menu that will display the previous Case. It will not be a transfer process where all of the old data will be stored in the Closed Case and within the new Case also. All Prefill information can be overtyped except CID. In order to Link all Case information together the Worker will need to go to the Continuum of Care selection on the menu and by the unique RID# (or CID#) that identifies each client, a Worker will be able to see where and how this child has moved through the system over time. (*Specifications for Continuum of Care will be an enhancement and will come at a later date.*) This will be a change for SWSS as it does not now check for RID# to be unique number, but it will need to when Foster Care, Adoption and Delinquency are implemented. At Case Open all RID # must be checked against other Open Cases to ensure that two Cases on the same child are not Open at the same time. This edit would only be valid for Foster Care, Adoption and Delinquency. A child could be Active in a PS Case along with one of the following Cases, Foster Care, Adoption or Delinquency Case.

If the Worker does not select a Case from the Case Listing, they select REJECT (3), or they REJECT a Case they have selected, they will be asked the question of whether they want to Link the new Case with an Open Foster Care Case on another Worker's Caseload or to make the Case a Companion Case with one of their own Cases (3a). If they answer "Yes" to the question regarding making the Case a Companion case, a Case List of the Worker's Cases will display. If the Worker is Linking the Case to another Worker's case the worker can do a statewide Soundex Search on Name, DOB, Case # or Log #. To Link or make a Companion Case with another Case, the Case Status must be Active. In either instance, the Worker will select a Case and be given the Case Summary Screen. (*See above.*) If they ACCEPT the Case they will be taken to the Case Registration Screen. If the Case the Worker is linking to is on another Worker's Caseload, the Parent's Information should not Prefill into the new Case, nor should any information on the previous Case be changed. This would not be a true Companion Cases where information is shared. Linking the Case would only be a designation of siblingship. Sibling Information would display on each case but other information would not be shared among Cases. If the Case is one of the Worker's own, the Worker would be given the option to Share Information. If they select RETURN, they will be taken back to the Case List. If they REJECT the Case they will follow the flow for 3b. If they answer "No" to the Linking or Companion questions (3b), the Worker will be taken to the Case Registration Screen. In both the 3a and 3b flow, at the bottom of the Case Registration Screen the Worker will be given the option to add a Companion Case. This function will allow a Worker to add several Cases and structure them as Companion Cases. The Worker must Register the first Case before the add Companion button is enabled. If they select Add a Companion they will again be taken to a new Case Registration Screen. A Companion Case can be added to a Case only if the first Case is Registered. If they are Linking the first Case to an Open Case, all additional Companion Cases will be Linked to the Open Case. Once all Cases are Registered, the Worker will be given the option of continuing with Case Opening.

PS TO FOSTER CARE TRANSFER (See Flow Chart B)

The majority of the Foster Care Cases will be created from a Protective Services Case and information will transfer through the Transfer module. In this instance, when the Foster Care Supervisor ACCEPTs the Case from PS and assigns the Case to a Foster Care Worker, there should be a question added to the Supervisor Action Screen asking if they want to generate a Registration 133a. (*See below.*) If the Supervisor generates a 133a, this will be to Register the Foster Care Case on ASSIST. All required information

for Registration will be contained within the transfer module and the Supervisor will not have to add any information. The Case will then show up on the Assigned Caseworker's Case Listing as a Registered Case. (*See Case Listing below.*) If the Supervisor does not print a 133a, the Case will show up on the Assigned Worker's Case Listing as an Unregistered Case and the Supervisor will be taken back to the Transfer Menu. The Worker will have 30 calendar days to Open the Case from the Date of Acceptance or if they have not yet Registered the Case, they will have 30 days to Register and Open the Case. A Tickler should display for the Worker thirty days after the Date of Acceptance. If the Tickler is overdue it should be sent to the Supervisor. (*This is detailed in the Tickler Specifications by Danielle Bedard.*)

Once all of the 5 day packets have been Accepted and the Foster Care Supervisor has Assigned the Case(s) to a Foster Care Worker and the Registration 133a's have been printed, the Supervisor will be given the option to Link the Case(s) in transfer to an already existing Case in Foster Care on another Worker's Case load other than the Assigned Worker or make the Case in Transfer a Companion with an Active Case on the Assigned Worker's Caseload. The Function Buttons at the bottom of the Screen will not be enabled until the 133a's were printed. If the Supervisor selects the CONT. button the system should flow to the Foster Care Main Menu. If the Supervisor selects LINK, they should do a statewide search to Link the case to another Worker's caseload. (See above) The Supervisor will be given a Case Summary of the selected Active Foster Care Case. (*See above.*) If the Case Summary is the correct Case, the Supervisor will ACCEPT the Link and the Cases will then be Linked. If the Supervisor selects COMPANION, they will be given a Case Listing of the Assigned Case Worker's Caseload. When they select a case they will be given a Case Summary. If they select ACCEPT the Cases will be made Companion Cases. If the child in Transfer, that the Supervisor selects is a Companion Case then all the Companion Cases will be Linked to the Active Case in Foster Care. The Active Case may also be a Companion Case. If the Supervisor selects RETURN at the Case Summary Screen, s/he will be taken to the Workers Active Case Listing again or the Soundex search List. The Supervisor will be scrolled through this process until all the Cases that they want to Link or make Companions are done. Once all the Cases are done the system should flow to the Foster Care Main Menu. If the Supervisor selects CANCEL, they will return to the Transfer Menu and the Cases will not be Linked or made Companions with any Active Foster Care Case(s) nor will the Case be Assigned

MAPPER-H			
File			
CPS H08 CHANGE SERVICES WORKER SUPPORT SYSTEM (SWSS) JUNE 13, 1997			
SUPERVISOR ACTION - PS AND FC			
CASE NAME: BETTY BOOP	LOG#: 0000912	CASE #: U1239580P	
CHILD NAME: LIZ JOHNSON		DOB: 06/16/1979	RACE: 1
CPS SUPERVISOR ACTION			
CPS ACTION	42003000		
CPS SUPERVISOR	06131997		
REVIEW COMPLETION DATE			
ASSIGNED FC UNIT#			
CPS SUPERVISOR COMMENT			
CFC SUPERVISOR ACTION			
CFC ACTION			
CFC SUPERVISOR			
ASSIGNED WORKER			
ACCEPTANCE DATE			
CFC SUPERVISOR COMMENT			
NEXT PROGRAM H00 DESC: TRANSFER TO CFC MENU			
Generate an FIA-133a for Registration input into ASSIST			
How many copies do you wish to			
CONT.	COMPANIO	LINK to FC	CANCE
1List	4Retrn	8Help	9Print 10Cncl

ADDNEW IN DELINQUENCY (See Flow Chart C)

Delinquency will not have a transfer process from PS or any other program. All Cases will be added new from the Delinquency Main Menu. All Cases will be Individual Cases. There are no Companion Cases in Delinquency. Once the ADDNEW button is selected by the Worker, they will enter the Youth's name and Delinquency Legal Status in the box shown above. A statewide Soundexed Case Listing will appear. If the Worker believes that one of the Cases is the same as the youth they are adding they will select the Case Name from the list and the Case Summary Screen will display for the Worker to review. If the Worker ACCEPTS the Case, they will proceed to the Case Registration Screen. (See above for more information on the Registration process.)

If the Case the Worker ACCEPTs is a Closed Foster Care Case this will be a Prefill process.

If the Case is an Open Foster Care Case, all case information will transfer into the Delinquency Case. (Note: This process does not apply if the Legal Status of the Foster Care Case is 43-Adoption Supervision, that procedure is subsequently detailed in this document.) The Foster Care Worker would be notified to close the Case using Closing Code 17-Closed to Neglect, Open to Delinquency. (See above under *** for more details.) The Foster Care Worker would become a Secondary Worker on the Delinquency Case and would be able to update the Foster Care Legal Information as long as necessary. If

the Goal on the Delinquency Case was 8-Return Home, the Foster Care Worker would also be able to complete the SDM for Foster Care. Delinquency SDM will also need to be done and will still dictate placement. Once the Foster Care Worker entered an Order Type of 15-Discharge in the Foster Care Legal Information, this option would no longer be available in the Delinquency Case and they would be removed as a Secondary Worker on the Delinquency Case. Furthermore, if the Delinquency Worker changes the Legal Status from a 90's Legal Status back to a valid 40's Legal Status the option of updating the Foster Care Legal Information would not be available. In both of these scenarios a message should tell the Worker that by taking this action the Foster Care Worker would no longer be able to update the Legal Information and the Worker should confirm that this is what they want to do.

In all instances, when the Worker is adding the Delinquency Case they would enter either a 40, 46, 50 or 52 into the Legal Status box. If there was an Active Foster Care Case, the Legal Status on the Delinquency Legal Screen would convert to the codes below until such time that the Foster Care Legal proceedings have been discharged. (See attached memo from Mary Ann Jensen, dated September 9, 1997 and entitled "Youth with Both Abuse/Neglect and Delinquency Legal Statuses.") A Worker should not be able to add a Delinquency Case with a Legal Status of 50 if there is an Open Foster Care Case. They would need to enter the Secondary Legal Status of 50 in the Foster Care Case. The Delinquency Worker would be added as a secondary Worker on the Foster Care Case. Likewise, as Legal Status 52 is already a dual Legal Status the conversion table below does not apply. The conversion for the Delinquency Legal Status would be:

FOSTER CARE LEGAL STATUS					
		41	42	43	44
DELINQUENCY LEGAL STATUS	40	91	90	95	94
	46	93	92	96	N/A

91-Permanent Court Ward-41 & Delinquency Court Ward-40	Delinquency
92-Temporary Court Ward-42 & Delinquent ACT 150-46	Delinquency
93-Permanent Court Ward-41 & Delinquent ACT 150-46	Delinquency
94-MCI-State Ward-44 & Delinquency Court Ward-40	Delinquency
95-Court Ward Adoption Sup.-43 & Delinquent Court Ward-40	Both Delinquency and Adoption
96-Court Ward Adoption Sup.-43 & Delinquent ACT	Both Delinquency and

150-46	Adoption
--------	----------

The 90-94 Legal Statuses in SWSS would convert to CIS Delinquency codes on the 5-S. (See attached Chart.) For 95 and 96 see ADDNEW in Adoption.

If at some time the Delinquency Case is Closed and the youth has a Dual Legal Status of either 52 or 94 and the youth is under age 19, the Foster Care Case must be Reopened, unless the youth has been discharged as an MCI ward. The MCI Superintendent is the Legal Guardian for these children and FIA is Legally responsible for them. For all other dual Legal Statuses a referral should be made to Foster Care to Reopen the Foster Care Case but this can be an option for the Foster Care Supervisor. The Delinquency Worker would use the Closed code of 19(?) - Closed to Delinquency, Open to Neglect. A referral should be sent back to the Foster Care Supervisor in the county that the Foster Care Case originated from. A list of the Supervisors in the county of the Foster Care Case should display for the Worker to choose which Supervisor to send the Case to. The Case would show up on the Supervisor Case Listing as an Unassigned Case. The Referral Screen could look something like this:

CASE NAME: BETTY BOOP	DOB: 10/31/83	CASE NUMBER: V1234567A
LOG#: 1926	CID: 3456789012	SEX: FEMALE
LEGAL STATUS: 52		
DELINQUENCY WORKER: CAROL KRAKLAN	WORKER #: 12000705	
SECONDARY FOSTER CARE WORKER: CAROLYN SNYDER	WORKER #: 30000405	

The Delinquency Worker would also be able to add comments on a Comment Screen to send to the Foster Care Supervisor.

If there was no Secondary Worker, this field would be blank. The Foster Care Supervisor would then need to assign this Case to a Foster Care Worker, unless the reasons below were documented.

FOSTER CARE SUPERVISOR: VICKIE NIMMO	CASE ASSIGNMENT SCREEN
CASE NAME: BETTY BOOP	CASE NUMBER: V1234567A
LOG#: 1926	
A: ACCEPT AND ASSIGN TO FOSTER CARE B: CASE NOT ACCEPTED-CHILD NO LONGER A NEGLECT WARD C: CASE NOT ACCEPTED-CHILD RELEASED AS AN MCI WARD	
SELECTION: [x]	

If the Supervisor were Reopening and Reassigning the Case, the Worker Assigned box would appear on the Screen. If there was a Secondary Foster Care Worker on the Delinquency Case that person's Load Number could Prefill in the Worker Assigned box but the Supervisor would have the option to change it. This would be a Reopen but all of the Delinquency Legal and Placement information should Prefill the Foster Care Case.

If the Delinquency Worker selects a Closed Delinquency Case from the Soundex search, this will be a Reopen process. This process should function the same as a Reopen for Foster Care, with all previous information displaying for the worker within the new Case.

ADDNEW IN ADOPTION

The only true ADDNEW in Adoption is an OTI Case. See OTI ADDNEW below.

A referral for Adoption Services will be made in the Foster Care Case when the Legal Status is 41, or 44. A pop-up box will ask the Worker if they wish to refer the Case to Adoption. If the Worker enters "Yes" a Referral will be sent to the Adoption Supervisor. If the Case is Accepted by the Adoption Supervisor the Adoption Worker is added onto the Foster Care Case as a Secondary Worker. There will be different Screens that will appear on the Foster Care flow after this time that only the Adoption Worker will be able to access. *(For more details see the Referral to Adoption Specifications.)*

There has been a change in policy regarding an Adoption Case. *(See attached memo from Mary Ann Jensen dated October 3, 1997 and entitled, "Case Transfers from Foster Care to Adoption Supervision.)* Previously, when a child was placed in an Adoptive Home under the court's supervision the Foster Care Case was Closed and an Adoption Case was Registered and Opened. This procedure is being changed. The Foster Care Case will no longer close, but will be updated when the child is placed for Adoption. *(Even though an Adoption Case is no longer Opened and is considered a Foster Care Case, within this document a Case with a Legal Status of 43 is called an Adoption Case and the Worker is referenced as an Adoption Worker.)* Within SWSS this would be when the Adoption Worker enters any or all of the following Order Types, 19-OTR After Release or Consent, 20-Order Placing Child after Consent, and/or 21-Order of Supervision. After this is entered the Worker should be prompted to make the following changes as stated in the memo:

"Upon issuance of these orders (above), the foster care case is updated (not closed) as follows:

- The Adoption Worker becomes the primary worker on the foster care case.
- The legal status is changed from the foster care legal status to adoptive supervision.
- The living arrangement is changed to adoptive home.
- This 'triggers' a reminder to close the foster care payment and Medicaid.
- The child's name is changed to the adoptive name with an 'AKA' designation to reflect the foster care name."
- A 5-S must be generated to update CIS from the Legal Screen.

The Legal Status would change from either a 41 or 44 to a 43. The Living Arrangement would also be 04-Adoptive Placement.

Soundex will need to be able to search for both the name entered and the AKA name associated with it.

If the Adoption is disrupted, the Case would again be updated and a 5-S would need to be generated to update CIS. *(For specifics on a disrupted Adoption, see Rescind Adoption Specifications.)* When the Adoption Worker enters Order Type 16-Petition Dismissed with an Order Date in the Adoption Legal Information Screen. The Adoption

Worker would not be closing out the Adoption Case, as the Foster Care Case does not close once the child is placed for adoption. This allows for continuity of Case information within the Foster Care and "Adoption" Case. All history for "both" Cases would display for the Worker to see. The name changes but the CID remains the same. Once the adoption has been disrupted, the Case will need to be updated by the Foster Care Worker once it is Reassigned to Foster Care.

The Case then shows up on the Foster Care Supervisor's Case Listing as an "Unassigned" Case. The message would be sent to the Foster Care Supervisor in the Commitment County and the Case would appear on their Case Listing. If a Case then needed to be transferred to another county, it would be done by the Commitment County.

The Foster Care Case displays on the FC Supervisor's Active Case List with a blank Worker Load Number. Cases with blank load numbers would display at the top of the list. **(NOTE:** a new Case Status of "Unassigned" would need to be created for this process.) The Supervisor would assign the Case. The Case would then show on the assigned Foster Care Worker's Active Case List.

The Foster Care Worker then changes the Legal Status and Placement information and updates any other information. The Foster Care Worker would then need to update ASSIST and CIS with the new information. The child's name should automatically change back to pre-adoptive name, but the Worker should be informed that this is happening.

Legal Status would go from a 43-Adoption Supervision to either a 44-MCI Ward or a 41-Permanent Court Ward.

If the Adoption Case disrupts to a Delinquency Case-the process for referral back to the Foster Care Supervisor is the same process as above. After the Foster Care Case was reestablished the Delinquency Worker would Open a Delinquency Case with a dual legal Status. The Legal Status in the Delinquency Case would be either a 52, 91, 93 or 94. The Foster Care Worker would be put on as a Secondary Worker in the Delinquency Case and he/she would be able to update the Foster Care Legal Information. The Closing Code for the Foster Care Case would be 17-Close to Neglect, Open to Delinquency. *(See above under ADDNEW Delinquency.)*

Occasionally a youth in an Adoptive placement will become a Delinquent and the Adoptive Parents will not want to rescind the Adoption. If this happens both the Adoption and Delinquency Cases will be Open on CIS. The Delinquency Worker will be the Primary Worker and the Adoption Worker will be the Secondary Worker. SWSS will have only one Case Open with a Legal Status of either 95 or 96. The Worker would be able to add a Delinquency Case from the Adoption Case with a dual Legal Status. Delinquency SDM would dictate Placement and only the Delinquency Worker could enter a Placement. Both Adoption and Delinquency Legal Information would be able to be updated by each respective Worker. *(See above option button.)* The Adoption Worker would maintain the "Adoption" specific Screens and the Delinquency Worker would control all others. These Screens would be display only for the Adoption Worker. A 133a and 5-S would need to be generated for both Cases. How would this be done if something changed on the youth's Case and the Delinquency Worker changed it on CIS but what if the Adoption Worker did not??? Does CIS know to update both Cases????

If after sometime, before the Adoption is Finalized, the Adoptive Parents decided they want to disrupt the Adoption, the Adoption Worker would enter an Order Type of 16-Petition Dismissed with and Order Date.

This action Closes the Adoption Case. A notification would need to be sent to the Delinquency Worker telling him/her that the Adoption had been disrupted and that the child's name had changed and that the Delinquency Worker would need to change the youth's Legal Status. The message would need to tell the Delinquency Worker that the youth was either a MCI Ward or a Permanent Court Ward. The Legal Status on the Delinquency Case needs to reflect the Neglect Legal Status. A 5-S would need to be submitted to CIS for this change and the name change would need to be sent to ASSIST. The name automatically changes back to the original name. The Commitment County's Supervisor is also notified. The Commitment county could enter a Foster Care Worker to the Delinquency Case as a secondary Worker.

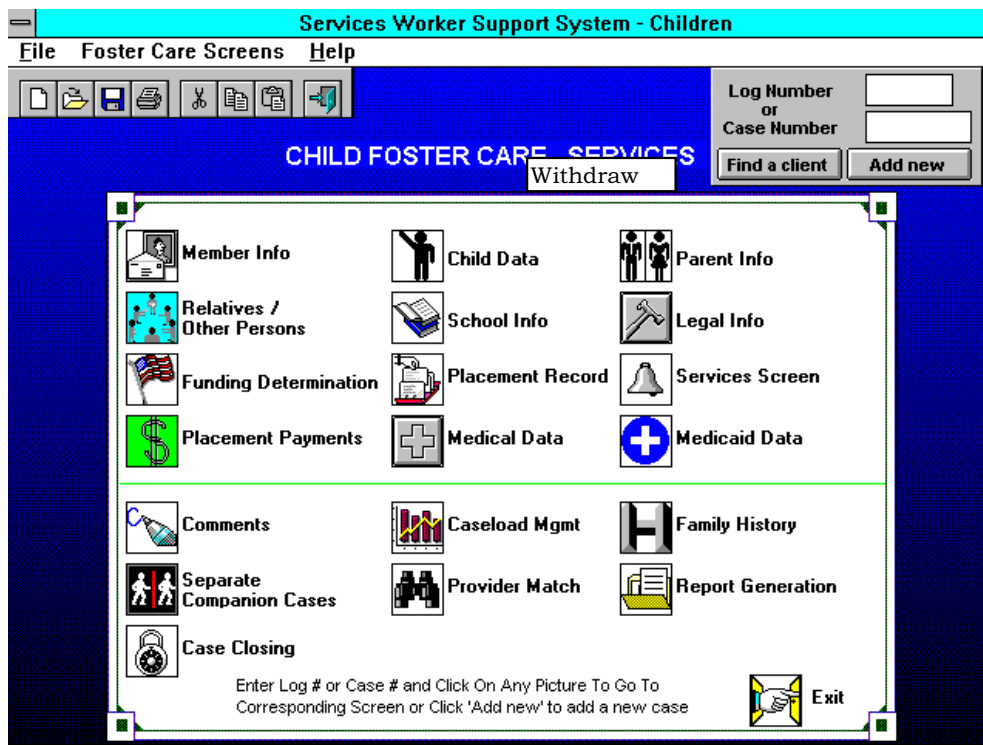
In actuality, a Dual Legal Status 52 can be referred to Adoption but this process will not be included in the first release of Foster Care as it almost never happens.

OTI ADDNEW (See Flow Chart D)

All OTI Cases will follow the same process as the Number 3 above under Foster Care ADDNEW, except the Worker will not be allowed to Link an OTI Case with any other. After entering the child's name, Legal Status and possibly DOB the Worker should be given the option to Soundex the child. They should be allowed to enter a Case Number or Log # to the search if they believe that there is a previous Case that exists. The Worker will be taken to the Case Registration Screen. A Worker should be able to add Companion OTI Cases with a Legal Status of either 48-OTI-Neglect or 49-OTI-Adoption. Companion Cases are not valid for a 47-OTI-Delinquency. After all Cases have been Registered the Worker will be given the option to proceed with Case Opening. If they chose "Yes" they should be taken to the Member Information Screen, if they choose "No" they should be taken to the Program Group Main Menu.

WITHDRAWING A CASE

The Withdrawal function is a Supervisor only function. If the Case the Supervisor selects to Withdraw is a Registered Case then a 133a will need to be generated to input into ASSIST. A Supervisor can also Delete an Unregistered Case. A 133a will not be necessary in this instance. If the Supervisor wants to Delete an Open Case, they will have to utilize the Correction process. If a Registered or Active Case needs to be Deleted, this will be a Correction and this is a Supervisor function. A Withdraw Registration button should be added to the Program specific Main Menu for Foster Care, Adoption and Delinquency for the Supervisor. If the Supervisor selects this button and has not entered a Log # or a Case number then they should be given a Case Listing of Registered and Unregistered Cases. Once a Case has been selected by either highlighting the Case or entering the Log # or Case #, the Case Summary Screen should appear to ensure that the Case the Supervisor is withdrawing the correct Case. A Withdrawal 133a must be generated for the Supervisor to send to ASSIST. (See 133 Specifications for the particular codes.)



3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

N/A

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description
<u>Edits contained within</u>	
<u>#2-SWSS Integration</u>	

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

N/A

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.

Worker's will need to understand how to add a case to SWSS. All of this specification is a major training issue.

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

Testing will need to ensure that all case information is prefilled on a new case and the flow of information is correct.

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

Workers will need to know that they have 30 days from the Date of Acceptance to Open a Case.

9. DEPENDENCIES. List any dependencies. Include conversions.

N/A

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	K. Snyder
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: DELINQUENCY MODULE DEVELOPMENT

1. BUSINESS PROCESS.

Delinquency flow, for purposes of SWSS, will be consistent between Wayne County and Out County. The differences arise in who actually enters data into the system. In Wayne County, there are several units that will need access to SWSS to enter case information. In Out County, there may only be one person who actually enters data into SWSS. Policy must be consistent throughout the state, therefore, SWSS needs to be consistent in the data it collects.

There are a variety of ways that delinquency cases get from the court to the worker in delinquency intake and processing.

The following reflects delinquency case assignment/opening in outstate counties:

1. Court may notify the county FIA delinquency supervisor of their intent to refer a new delinquency case. The court sends an order either committing the youth under Act 150 or placing a temporary court ward delinquent with FIA for placement and/or supervision, along with a court referral packet.
2. Supervisor or designee then assigns and completes case registration and file clearance process. The case is registered on CIS using a FIA-133.
 - A. If there is no active services case, proceed to step 3.
 - B. If there is an active services case:
 - i. If CPS, notify supervisor/worker of delinquency status of youth.
 - ii. If Foster Care, consultation occurs to decide what action will be taken now that the youth is delinquent. Foster care case can be closed, and a new delinquency case opened. In some cases, both foster care and delinquency cases must be monitored in regard to legal processes (included in Carol Kraklan's legal requirements #L-3).

Note: CIS can only recognize one type of case. i.e. foster care or delinquency, not both.

3. Worker receives case FIA-133, completes case opening using the FIA-133 and completes case services/file as required by services manual item 813.3 pages 1 and 2. (Case registration and opening requirements)
4. Using the SDM forms, a P.A.150 youth who score either medium or high security level on the Initial Classification and Assignment Report (FIA-4476A), must be referred to the Central Intake Committee (CIC). A referral packet contains a court order, a FIA-4476A, and any other information pertaining to the youth.

The following reflects delinquency case assignment/opening procedures in Wayne county:

1. Court personnel completes a FIA4476A and sends it along with the court order and other available information to the Wayne Metro Residential Intake and Court Services Unit (W/MRS) which is physically located in the court building.
2. W/MRS delivers the above information to the appropriate district office based on the zip code of the youth's parent.
3. Assignment clerk clears and registers and does a file clearance through CIS Unit using a FIA-133 which includes such information as case name, address, birth date, SS number, recipient identification number, sex, race, case number, and worker number. At this time the assignment clerk also assigns a delinquency worker to the case using an alpha rotation.
 - A. Assignment clerk then disperses 3-FIA-133's to:
 - i.. Delinquency supervisor who acknowledges case acceptance and forwards all other case record information to the assigned Delinquency Services Worker (DSW).
 - ii. Eligibility Services Unit
 - iii. W/MRS receives a copy of the FIA133 and refers the case to CIC for placement assignment if the youth scores medium or high security level on the FIA-4476A.
 - B. Disperse referral packet to delinquency supervisor and Eligibility Services unit

Eligibility Services unit determines eligibility for medical assistance (MA) and the appropriate funding source using the FIA-350, 351, and 352 and 3205.

1. The Services and MA cases are opened on CIS using the FIA-133. This includes completion of the signed application data, case opening data, and PAMA information section of the FIA-133.

The eligibility services packet and the court referral packet are sent to the assigned DSW.

While the eligibility worker is determining the delinquent's appropriate eligibility the DSW continues to process the delinquency case.

Flow process:

The Delinquency Program requires the following set of screens in SWSS:

(Index/Soundex screens for youth clearance, if ADD NEW)

Member Information

Youth Data

Parent Data

Relatives/Other Persons

Legal

Structured Decision Making

Treatment Services

Education Data

Placement Data

Funding Determination

Payment Authorization

Medical Data

Medical Records

Medicaid Data

Comments

Caseload Management

Case Summary

Report Generation (Print Forms)

Case Closing

(These screens will need to be developed in line with the foster care module system flow to insure consistency across programs within SWSS. All screens will be identified and will model the foster care screens with modifications to fit delinquency requirements. All CIS/CSMIS edits are the same as in foster care. Any delinquency specific edits will be noted to insure that they are included.)

In an effort to simplify for workers the complex relationships foster care and delinquency wards have both with their families and extended families and with the foster care case that they may carry with them, a new screen has been developed for the foster care module that will also be used in the delinquency module. **The Member Information screen** will be the first screen in the automatic flow of data collection screens and can be chosen from the **Main Menu** as well as the Find a Client/Index Search screen. It serves as a global look at the youth in context of her/his family relationships and an entry point for some of the incoming information from foster care as well as a starting point for a new ward entering delinquency with no prior children's services history.

The Member Information screen will be the initial collection point on a new incoming delinquency case or will prefill from an active (open) foster care case for the following information:

Member Information

1. Youth's name
2. Case number--this is the foster care case number
3. Foster Care Worker number
4. Secondary Worker number
5. Relationship
6. Person Status
7. Pre-sentence Investigation (PSI) Button
8. Out of Town Inquiry (OTI) button

For all add new cases, there will be a mandated Index (Soundex) check (clearance) to determine if there is previous information gathered for this youth on the SWSS system.

This information can be entered initially and then updated by clicking on the icon which pops up the screen or window to enter additional data.

Navigation issues for the Member Information screen are as follows:

1. When the names are first entered, choosing any update (EDIT) button will allow the name and relationship code of a case member to be entered. The name of the case member will then display in the correct box relationship box based on the assigned relationship code. (Please view C. Snyder's FC Foster Care Flow Documentation updated 8/25/97 and attached.)
2. The capability is needed to highlight a name and go to the necessary detail screen for the relationship code entered. This is necessary for both mouse navigation as well as keyboard navigation.
3. Ability to save changes and go into the automatic flow which, for this screen, is the Youth Data screen.
4. Ability to cancel, save no changes and return to the Delinquency Main Menu.
5. Show all icons (or functions they represent) under FILE drop down list along top of screen so that the workers can navigate to wherever they want to go right from the screen and not have to return to the Main Menu.

Pre-Sentence Investigations (PSI)

When a delinquency worker is required to do a Pre-Sentence Investigation (PSI) for the court, the flow will change. When the worker selects the PSI button, the PSI process is activated and a certain flow of screens occur so the worker is able to register/open a case immediately. (See PSI packet #X2.)

Adding a new case in Delinquency (Carol Kraklan's requirements)

The delinquency worker will have the option of adding a new case to REGISTER; to OPEN; or to REGISTER AND OPEN. This process refers to the CIS/ CSMIS registration process. If they select REGISTER only, they will be edited against the registration data elements needed on the 133 to register the case on CIS. If they choose to REGISTER and OPEN, they will be edited against the registration as well as the more extensive open edits. If there are missing data elements, the 133 will not be able to print.

On the Delinquency Main Menu, the worker will be able to Add New. They will be taken to the "Find a client" screen where they will search the county data base to see if the youth has had previous involvement in the system. The worker can select search criteria on this screen.

1. If they locate a case that they think may be the information they need, they can select it and view a summary screen. They can then choose to use that information to prefill the new case they are creating in delinquency. A list of data elements is included on the following pages that would prefill directly from foster care to delinquency. **NOTE:** Information can be prefilled from a closed foster care case, but the worker would not be able to update any foster care screens.

2. If they do not locate the case that contains the information they require, they can choose to continue the add new process.

NOTE: If a delinquency case (TG 52, dual ward only) is to be transferred into an adoption case, the worker will have to add the case in new. There will be no transfer process of data between the Adoption module and the Delinquency module. No link will be established. Data may be updated in both program type at the same time. *This decision was made because there are so few cases with this situation.*

3. DATA ELEMENTS.

****Elements in italics represent foster care elements on the identified screens that are not necessary in the delinquency module. DO NOT INCLUDE THESE ELEMENTS IN DELINQUENCY SCREENS.**

****Highlighted elements represent delinquency-specific elements that will not appear in the Foster Care screen of the same name. These elements are to appear on the Delinquency screens only.**

Required elements will edit against appropriate entry and will display error message if entry is invalid.

Conditional entry will only edit at a certain point in the case process. (Example: At the point of opening a case, recipient ID is not required, but in order to print a 626, it is required.)

Type and size of elements are same as in Foster Care screen of same name.

ELEMENT NAME	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	TRANS FROM FC?
Member Information					

ELEMENT NAME Member Information	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	TRANS FROM FC?
Case Number	A/N		Required for payment	CIS	Y
Log Number	N				N
Assigned Worker	A/N		Required-a supervisor level should be the only one able to update	CIS	N
Secondary Worker			Optional/ Conditional	CIS	N
Last Name			Required	CIS	Y
First Name			“ “	CIS	Y
Middle Initial			optional	CIS	Y
Relationship			Required/Not required for a PSI		Y
<i>Companion case Y/N -</i>			<i>Required</i>		<i>NA</i>
Person Status					N
<i>5 Day packet narrative* (reasonable efforts required narrative, put into ISP/ USP at later development)</i>					<i>NA</i>
Out of Town Inquiry (OTI)*	radio button		Required if doing an OTI		N
Pre-Sentence Investigation (PSI) Y/N Button**	radio button		Required if workers wants to do a PSI		N

*See OTI requirement packet #T54. Activated OTI button moves worker through specific screens as in foster care flow.

**See packet on doing a PSI #X2.

Edits Member Information	
PSI	Cannot select PSI until assigned worker, last/first name are entered.

ELEMENT NAME Youth Data	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	Prefill from FC if selected in Index?
Case Number	A/N		Display		Y
Log Number			Display		N
Assigned Worker			Display	ASSIST	N
Secondary Worker			Display		N
Last Name			Display		Y
First Name			Display		Y
Middle Initial			Display/blank		Y
Acceptance Date			Display from legal screen		Y
Birth certificate Y/N			Required		Y
Date applied			Required if birth cert.=N	ASSIST	NA
Recommended type of foster home placement-Pop- up with :			Required if in a licensed foster home (FH no.) Display only if liv. arr.=5,6		N
Type			"		N
# Parents			"		N
Coed?			"		N
Open Date			Required at case close		Y
Living Arrangement*			Displayed from Placement Screen		DISPLAY
Eligibility			Display only after necessary input		DISPLAY
Target/Legal Status			Display from Legal screen		DISPLAY
Federal Goal	N	1	Required at opening	AFCARS, must map to CSMIS codes	N
Goal Status			Required at opening		N
Referral Source* *			Computer always prefills a "2 - Court" unless OTI activated, then it is "4- OTI".		N
<i>FC event</i>	<i>Not Required for delinquency</i>				<i>NA</i>
Disability - with pop-up: 1-9	N	1	Required	AFCARS, all must	Y

Comment [D8]:

ELEMENT NAME Youth Data	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	Prefill from FC if selected in Index?
				map to CSMIS	
Mental Retardation				AFCARS	Y
Visually or Hearing Impaired				AFCARS	Y
Physically disabled (Youth)				AFCARS	Y
Emotionally Disturbed (DSMII)				AFCARS	Y
Other Medically Diagnosed Condition Requiring Special Care				AFCARS	Y
DOB			Required		Y
Is DOB estimated? Y/N			Required	ASSIST	Y
Sex			Required		Y
SSN					Y
Date Applied					Y
Race Codes - Pop-up with:			Required	ASSIST, must map to CSMIS and AFCARS	Y
Primary Race Code				ASSIST	Y
Multiple Racial Indicator Y/N w/ pop-up				ASSIST	Y
Secondary Race 1				ASSIST	Y
Secondary Race 2				ASSIST	Y
Hispanic Ethnicity Y/N				ASSIST	Y
Tribal Documentation P/V/N				ASSIST	Y
Language (TABLE)			Required	ASSIST	Y
"Has child ever been adopted?" If yes - pop-up with:			Required	AFCARS	Y
Age of child at adoption				AFCARS	Y
Client ID - replaces Recip. ID	N	10	Required for payment	ASSIST	Y
Religion	Table		Conditional, but Required at opening		Y
Productivity-Drop down box***	N	1	Conditional/but Required at opening if Target Group/Legal Status of 46 or 52.		N
1-Non-Productive					N

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ELEMENT NAME Youth Data	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	Prefill from FC if selected in Index?
2-School					N
3-Skill Training					N
4-Employed					N
5-School/Employed					N
6-School/Skill Training					N
7-Skill Training/Employed					N
8-Productive/LOA					N
9-Non-Productive/LOA					N
Share information? Y/N	<i>not required for delinquency. no companion cases.</i>				NA
Print updated FIA5S? Y/N					N

*Living Arrangement will display a number of 1-27 and then display the type of living arrangement (SM830 pp. 56-58 attached).

**Computer will always prefill (display only) with the number "2" until the Out of Town Inquiry (OTI) button is activated, then it prefills to a "4 - OTI."

***After an initial value has been entered into the Productivity field, any future changes will require a dialogue box to be displayed before the worker leaves this screen stating: "You have changed the productivity status, do you wish to print a FIA 5S now?" Y/N

Edits Youth Data	
Print updated FIA5S	Do not display until case is open/FIA133 has been printed.
Productivity	Entry must be 1-9, display error message if not: "A Value between 1-9 must be entered in this field for a Target Group/Legal Status of either 46 or 52."

ELEMENT NAME Parent Data	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	Prefill from FC if selected in index?
Standard heading with inf. regarding case					
Last name (parent's)	a/n	same	Display		Y
First name	A/N	same	Display		Y
Middle initial	A/N	same	Display		Y
Address-Pop-up with	A/N	same	Required - can be "Unknown"		Y
Street	20 A/N				Y
Supplemental line	20A/N		Optional		Y
City	15 A				Y
State pop-down "MI" prefilled	2A				Y
Country - "US" prefilled can overwrite	2A				Y
Zip	5N 4N				Y
Phone 1	A/N				Y
Phone 2	A/N				Y
DOB	N		Required		Y
"Is DOB estimated?" Y/N	A		Required	ASSIST	Y
Sex	A		Required		Y
Race codes-same as Child Data			Required	ASSIST, CSMIS and AFCARS	Y
Client ID	A/N		optional	ASSIST	Y
Relationship	A		Display/required if birth mother	AFCARS	Y
If birth mother is indicated for this field then ask, "Was mother married at time of youth's birth?" Y/N	A		Display /required if birth mother		Y
Education	A		Required		Y
Occupation	A/N	same	Required		Y
Religion	A		Required		Y
Language	table		Required		Y
SSN	N		Optional		Y

Comment [D9]:

ELEMENT NAME Parent Data	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	Prefill from FC if selected in index?
"At the time of removal was youth living with this person?" Y/N Pop-up if yes: ***			Required	AFCARS	N
"Does this person have primary caretaking responsibilities?" Y/N				AFCARS	N
Caretaker Family Structure			Required	AFCARS	--
"Does this person have secondary caretaking responsibilities?" Y/N				AFCARS	N
"Government Benefits Information" Pop-up with:					--
Parent deceased? Y/N			Required		Y
Date of death			"		Y
Parent Retired? Y/N			Required		Y
Date of Retirement			"		Y
Parent Veteran? Y/N			Required		Y
Dates of service (from and to)			If parent a veteran (Y)		Y
Parent Disabled? Y/N			Required		Y
Date of disability			"		Y
"Does parent show active interest in the ward?" Y/N			Required		N
Legal Parent? Y/N			Required		Y
Emergency contact? Y/N			Required		N
<i>Share Information? Y/N</i>					NA
"Do you want to generate a <i>Delinquency</i> Action Summary?"	Y/N				--
"Do you want to generate a PARENTS CURRENT ADDRESS document? (FIA 3185)"	Y/N				--
Add another parent Y/N					--

***Edits for AFCARS: At the time of removal was child living with this person?" Y/N
If **no** then no further questions need be asked.

If **yes** selected, then to determine AFCARS elements FC #44, Caretaker Family Structure, and FC # 45 and 46, Caretaker's Year of Birth, ask:

"Does this person have primary caretaking responsibilities?" Y/N
If **yes** then: This is the AFCARS caretaker #1.

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Next: Pop-up with **Caretaker Family Structure box**. (Do not allow questions regarding *primary* caretaking responsibilities or caretaker family structure to be asked of any additional PARENTS in this case.)

If Caretaker Family Structure value = 1 or 2 both a primary and secondary caretaker must be indicated. This series of questions must be asked until both a primary and a secondary caretaker have been found from the PARENT or RELATIVES/OTHERS screens.

If **no**, then ask: "Does this person have secondary caretaking responsibilities? Y/N

If **yes**, then state: This is the AFCARS caretaker #2. (Do not allow this question regarding secondary caretaking responsibilities to be asked of any additional PARENTS in this case.)

ELEMENT NAME Relatives/Other Persons	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	TRANS FROM FC?
Standard heading with inf. regarding case					--
Last name (other person's)			Required		Y
First name "		same	Required		Y
Middle initial		same	Optional		Y
Address-same format as Youth Data			Required		Y
Phone-same format as Youth Data					Y
DOB			Required		Y
Is DOB estimated? Y/N			Required	ASSIST, AFCARS	Y
Sex			Required		Y
Race codes-same as Youth Data			Required	ASSIST	Y
Client ID			Optional	ASSIST	Y
Relationship			Display		Y
Education					Y
Occupation					Y
"At time of removal was child living with this person?"			Required		N
Pop-up if yes:*** Caretaker Family Structure				AFCARS	--
"Does this person have primary caretaking responsibilities?" Y/N			Required	AFCARS	N
"Does this person have secondary caretaking responsibilities?" Y/N			Required	AFCARS	N
Religion					Y
SSN					Y
Emergency contact? Y/N					N
"Does this person show active interest and/or provide support to the ward?" Y/N			Required	FIA3205	N
<i>Share Information?</i>	Not needed in DELINQUENCY				—
Add More Persons? Y/N					--

Comment [D10]:

Legal Data	
See # L3	

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Structured Decision Making (SDM)	
See #S-51	

Treatment Services (Delinquency Services Requirement packet) This requirement packet has not been assigned a # as of this date.					
--	--	--	--	--	--

Edits Treatment Services	
Treatment Service Menu	An edit needs to come up if the worker has not done SDM: Message: "SDM Needs Assessment needs to be completed before services are entered."
Services Begin Date	Message: "A service begin date is required"
Service end date	If service end date entered then must enter service status

Education	
See #E1	

Placement Data	
See #E2/E4	

Funding Determination	
See #B1/B3	

Payment Authorization	
See 626 requirements #P1/P5/P6	

Medical Data					Transfer to FC?
Standard heading with info regarding case					--
Primary Physician					N
First name					N
MI					N
Address -					N
Phone #1					N
Phone #2					N

Comment [D11]:

Date of Last Physical-pop-up if filled in:					N
Proof					N
Date of proof					N
Copy given to parents? Y/N					N
Date of Last Dental - pop-up if filled in:					N
Proof					N
Date of proof					N
Immunizations - Pop-up with types and dates:					Y
DPT					Y
DPT/DTaP					Y
OPV					Y
HIB					Y
Hep-B					Y
MMR					Y
Td					Y
Letter to Foster Parents? Y/N			Optional		--
Medical Records Screen button					--

The following screen is a sub-screen of the medical data screen.

Medical Records					Transfer from fc?
Standard heading with inf. regarding case					--
Type Medical/Dental			Required		N
Treatment date			Required		N
Date report received					N
Reasons and symptoms	Text				N
Physician Name / Facility Name	Text				N
Address					N
City					N
State					N
Zip Code					N
Telephone					N
Treatment	Text				N
Generate medical records face sheet? Y/N					--
Last sent			Display		--
Add More Records? Y/N					--

Comment [D12]:

Medicaid Data	
See #F7	

Comments*	Display only from comments fields			
Placement Data				
School				
Legal				
Medical Data				
Treatment Services				
Print comments				

Caseload Management				
Escape/AWOL report*				

**Escape report was submitted to MaryAnn Jensen on 8-28-97*

Report Generation*	Worker selects form to be printed			
FIA133 Services Transaction (Registration)				
FIA133 Services Transaction (Opening)				
FIA5S Services Case Status Notice				
Victim's Notification**				
SDM Risk***				
SDM Needs***				
{other****}				

**A list box will show all victims. Select the victim(s) to send notification letter to.

***What will be displayed will be the appropriate SDM summary screen. From this display the worker will be able to select the specific date of the SDM that they want to have printed.

******Other** forms already identified in the Foster Care requirements need to be included in this module. (I.e. FIA 3185)

Edits Report Generation (Print Forms)	
FIA133 (Both registration and opening)	All required fields need to be completed before a FIA133 can be printed. A message is required.
FIA5S	All required fields need to be completed before a FIA5S can be printed. A message is required.
Victim's Notification	Cannot print a notification unless victim(s) were identified. Message: "No victim has been identified."
SDM Risk	Message will appear if none was done, i.e. "No Risk Assessment has been completed."
SDM Strengths & Needs	Same as above, but: "No Strengths & Needs has been completed."

Case Closing Screen:

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ELEMENT NAME	TYPE - Alpha, numeric, A/N	SIZE	REQUIRED/ OPTIONAL/ CONDITIONAL	ON CIS/ PSMIS/ AFCARS?	TRANS FROM FC?
Case closing date	prefill with current date, allow changes	8	Required	CIS	N
Close Codes	Valid codes are: 4-placed with parent, relative, guardian 5-Married 6-Age 7-Military Service 8-Died 9-Petition dismissed 10-successful completion of probation/parole or satisfactory adjustment 11-Jurisdiction waived to criminal court 12-DSS Consultation/supervision completed-court ward 13-Juvenile court assumes jurisdiction 14-Move to another state 15-Negative response to treatment 16-OTI activity completed 18-other	Table	Required	CIS	N
		Foster care will have a complete close code table, but only the codes included here are applicable for delinquency.			
Goal Status	goal status code table from FC			CIS 133, field 67 5S, field 14	N
Comments?	Pop-up text box				N
Update placement?	Y/N				--
Update payment screen	OK				--
Close MA	OK				--
Services update	Y/N				--
Victim notification letter	Y/N				--
Print 5S?	Y/N				--
How many copies?	Numeric entry 1-4 only				--

Placement, payment, MA, services, victim notification will be dialog boxes that are displayed only if those screens are not updated prior to closing. See attachment for screen flow.

Edits Case Closing	
Case Closing	If choose this screen and placement end date not given then error - "Can't close case until you enter a placement end date"
Print 5S	Cannot print 5S without required fields entered: <ol style="list-style-type: none"> 1. Case Closing date 2. Close code 3. Goal status <ul style="list-style-type: none"> • Placement screen • Payment screen • Medicaid screen • Services screen

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

With the exception of the edits below, all of the required screen edits have been incorporated in Section #3 (Data Elements).

Element Name	Edit Description
Address	If "Unknown" is typed in street line then no further entry need be made on any other address lines

Victim Notification

Cases that have victim notification requirements will need to be flagged on the system. There will be a selection in legal where the worker indicates that the youth case has victim notification requirements. On the case list, when the worker selects "CASES" or gets the case list automatically, all cases that are flagged will have an identifier associated with it. This can be a difference in color, or some type of symbol next to the case name.

Help will be available that tells the worker where they need to go if they need to notify the victim.

5. OUTPUTS.

From Close screen

Print close code in 5S field 63

Print goal status in 5S field 14

6. TRAINING ISSUES.

REGISTRATION/OPENING: Trainers will need to spend quite some time on this procedure: Similarities and differences between Foster Care/Protective Services and Delinquency on SWSS.

PRODUCTIVITY STATUS: Policy dictates this should be reviewed every 30 days or periodically.

AFCARS: The AFCARS definitions. Workers will learn new terms for many of their activities.

SDM: This requires a thorough understanding of how it functions in SWSS that is different from the paper process. Forms will look different from the screens.

PSI/OTI: Registration may be handled differently in SWSS .

TICKLERS: Training should focus on how these operate.

ESCAPES: The new policy affects how this is handled in SWSS

7. TESTING ISSUES..

In addition to the normal testing to see that the proper information is transferred to the appropriate screens, special testing will be required for the following:

Testing to see that the flow of information is proper, i.e. information on an open CPS case does not flow over to a Delinquency case. Testing will ensure that in SWSS a youth can be active in a CPS as well as in a Delinquency case.

Testing must ensure that information on any closed cases does not flow over to a Delinquency case.. Can a FIA-133 for opening and registration be printed, easily?

Review of all information on each screen because at conversion, some of the information won't be there to convert. For Example, Medicals, Dentals, School, Productivity, and other screens and fields.

8. POLICY ISSUES.

1. Development of a delinquency on line manual should be undertaken.
2. How will SWSS edit for all required needs addressed by goals? An USP edit may work, but not until that phase has been developed.
3. Wayne county currently makes multiple copies of a case packet that gets distributed to two or three units where different sections are completed simultaneously. When SWSS is implemented, there can only be one user accessing case information at a time. How will this be resolved? Access issues will also need to be resolved.
4. Presentence Investigation for current foster care wards. How will we produce a 133 to open the PSI in CIS for these cases? Will it be a function in foster care or in delinquency? A group is being established to work on this issue.

9. DEPENDENCIES..

At conversion all the case names will be pre-loaded into SWSS just before a county receives training. From that point the Delinquency worker will be required to go through each screen to update or to complete all of the missing data.

10. SIGNATURES.

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
Analyst:		

Revised on 3/9/10

**Delinquency Case Closing Screen attachment
Screen #1**

DEL 1997	SERVICES SUPPORT SYSTEM(SWSS)	APRIL 24,
SCREEN	CASE CLOSING	
CASE NAME: [REDACTED]	LOG #: 1888888	
CASE#: K [REDACTED] F		

CASE CLOSING DATE

CLOSE CODE (1-18) ↓

REQUIRED YOUR COURT OF CASE CLOSING GOAL STATUS (3-9) ↓

NOTE: YOU MAY BE TO NOTIFY THIS

NEXT PROGRAM: DELINQUENCY MAIN MENU

OPTIONAL

Closing comments may be entered by using this comments button. A Comments Screen will appear if selected. Once comments are entered, return to the Closing Screen to continue the case closing. These comments will appear in the Comments Menu.

CLOSING COMMENTS

{TEXT ENTRY}

↑

↓

CONTINUE CANCEL

The following dialogue boxes must appear **if any of the delinquency screens** have not been updated or closed prior to Case Closing:

This dialogue box will always appear to make the worker aware of the placement at the time of closing. Worker will not have to go to Placement menu if the placement is correct information for this closing.

"We Strengthen I

Your Placement Screen shows placement as:
{ **placement name** }

Is this the correct placement for case closing? If

not, return to the placement menu now by clicking on

Yes.

Y

N

PLACEMENT



If worker wants to update: **Yes**, worker will return to the Placement screen.

No change: Enter **No**, worker will continue the process.

PAYMENT

You must return to payments screen to terminate payments.



OK

If payments have not been terminated, worker must return to the payment screen to close payments and print a FIA626.

MA

Medicaid remains active. Please close MA now.



OK

This would only appear when the MA screen so that worker can close MA.

SERVICES

Service(s) remain active for this case. Please close active services in SWSS.

Return to the Services Menu.



OK

If there are any services remaining, the system will prompt the user to return to the Services Menu to close out all services which remain open in the system.

This feature is important for future measurement of services using the SWSS system.

This will only appear for a Delinquency Closing.

VICTIM NOTIFICATION

Victim(s) information has been entered into SWSS regarding this youth. Do you wish to print a Victim Notification Letter now?

Y

N

This dialogue box will only appear if a victim(s) was entered in the Victim screen. The case worker has the option to print a Notification Letter now. (See attached sample letter)

AFTER ALL OF THE DIALOGUE BOXES HAVE BEEN ANSWERED, ANOTHER DIALOGUE BOX WILL STATE: PRINT FIA5S NOW. AND, HOW MANY COPIES.....DEFAULT ONE COPY, BUT WILL GO UP TO THE STANDARD----4?

PRINT A FIA 5S NOW.
HOW MANY COPIES?

OK



(1-4 copies)

1



After this is done, the system returns to the Main Menu.

NOTE: IF THE WRONG CASE IS CLOSED, IT MUST BE CORRECTED THROUGH THE CORRECTION PROCESS OR ALL OF THE INFORMATION MUST BE RE-ENTERED AS A NEW CASE.

CHILDREN'S SWSS REQUIREMENTS FORM

Assigned Policy Analyst:	Carol Kraklan
Date Received By ITMS:	
Requirement # (from ITMS):	

TOPIC: CIS Edits for Foster Care, Adoption and Juvenile Justice

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

N/A

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

See attached edits from CIS manual. Most of the CIS edits are already in SWSS as a worker will not be entering invalid data into SWSS and CSMIS edits tables are also there.

Payment edits may already be there but are being submitted to ensure accuracy.

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. *Use Word document DATAFRM.DOC. Attach completed document to this form.*

N/A

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description
<u>See attached edits</u>	

4. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

N/A

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.

N/A

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

All CIS edits will need to be tested thoroughly.

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

N/A

9. DEPENDENCIES. List any dependencies. Include conversions.

There are no issues surrounding conversion.

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
ITMS Analyst:		

*Revised on 10/01/1998

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	Melissa Lonsberry, Lee Wilds
Date Received By BuIS:	
Requirement # (from BuIS):	

Adoption Flow

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

CURRENT ADOPTION PROCESS

Currently there is no adoption process included in SWSS. Adoption records are kept in a paper file for each child that is referred and accepted into adoption. Until the time of adoptive placement, the foster care case remains open and the FC worker is responsible for USPs, court reports and the maintenance of the foster care record. With the exception of the pilot counties, there is no FC application in the counties.

Within 10 working days from the date of permanent wardship of a child (legal status: 41- Permanent Court Ward, 44 - State Ward MCI 220 or 52 - Dual Ward), the FC worker is to make a referral to the adoption unit supervisor responsible for providing

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

adoption services in their county for the child's permanency planning review. (Reference: SM 722 pg. 70 - 72) The adoption referral "packet" consists of the most recent initial service plan (ISP) or updated service plan (USP) completed following wardship. Other previously completed ISP/USPs and/or relevant case information may also be included.

If the immediate goal is adoption, the adoption supervisor acknowledges the referral and indicates official approval of the recommended adoption plan by signing a copy of the most recent ISP/USP *within 10 working days* of receipt of the packet. The signed ISP/USP is then sent back to the FC worker along with the assigned adoption worker's name and load number. The FC worker enters the adoption worker onto CSMIS via the 5S as the child's SECONDARY WORKER. All adoptive activity, whether purchased or provided by the FIA, must be reported on CIS/CSMIS. This includes adoptive case openings, status changes and closing (FC and adoption).

If the foster care worker recommended a different permanency plan (independent living, PFFA, relative placement, etc.) and the adoption supervisor concurs, he/she declines the referral and sends the referral packet back. The foster care worker then changes the goal from 10 - Adoption to the new goal code on CIS. The barriers to adoption are to be included in the next FC USP.

The FC worker retains responsibility for the completion of USP's and remains the child's PRIMARY WORKER until the adoption petition is filed and the probate court issues the Order Placing Child with the adoptive family. The adoption worker is responsible for the completion of the **child's adoption evaluation** and **placement criteria** within **45 calendar days** (*current policy is 30 working days, policy change proposed by H. Hofstra to reflect programming concerns*) of the determination that the child's plan is adoption. This report is primarily narrative, detailing dates of contact, chronological events leading to wardship, child assessment, info on siblings, child's readiness and attitude towards adoption, available placement alternatives (with relatives, siblings, etc.) and adoption placement selection criteria.

The adoption worker also provides the FC worker with **quarterly written progress reports** on the status of adoptive family placement. The FC worker is responsible for filing both the child's adoption evaluation and the adoption quarterly reports into the Foster Care case file and incorporating the adoption reports into the Foster Care USP's. Copies of the completed FC USP's are shared with the adoption worker. (There is a policy change pending which would combine the child's adoption evaluation and the first adoption progress report.)

The adoption worker is also responsible for registering the child with the **Michigan Adoption Resource Exchange (MARE)** 182 days after the commitment date. MARE operates a tracking system for state wards whose plan is adoption. This report records the length of time between the date of commitment and date of adoptive placement. Please see the MARE specifications for further information.

Adoption workers are responsible for applying for **adoptive subsidy** before the child is placed in an adoptive home. Adoption Subsidy is intended to facilitate or remove financial barriers to the adoption of Michigan children with special needs by providing assistance to the parent or parents in the payment of expenses of caring for and raising the child. (SM 737) A child is eligible for adoption support subsidy if they are certified for support by the adoption subsidy unit located in the FIA Central office. This office determines whether or not the child meets certification criteria. **NOTE:** *This certification must take place before the petition for adoption is filed.* To check if a child is eligible for support subsidy, the adoption worker submits the **FIA 1341 Adoption**

Support Subsidy Certification Request/Disposition form (This form is currently being split into two forms) along with copies of the most recent FIA 350, 352 and 626 forms to the adoption subsidy program office. Please see the Adoption Subsidy specifications for further information on this process.

Once a family has been identified and approved for adoptive placement for a state ward, a consent must be given by the MCI superintendent. The consent by the superintendent is the agency's final decision. The Form PCA 309 - Consent to adoption by Agency/Department/court and form FIA 3217 Adoption Consent Request are to be completed and sent with required documentation to the MCI superintendent. Permanent court wards obtain the consent to adopt from the court having legal jurisdiction.

The **petition to adopt** is filed by in **probate court**. This petition can be filed in the probate court of the originating county or the county that the adoptive parents reside in, if different. As a result, the case may or may not be transferred to another FIA office and worker in the new county. In most instances the adoption worker attends the hearing on the petition and is responsible for providing the court with copies of each release by the parents/guardians of the child (if release is voluntary), copies of the order(s) terminating parental rights after release for each parent/guardian (if release is voluntary), the order committing the child to FIA after release, the child's birth certificate, FIA form 1662 Youth Health Record, child's social history, adoptive home study, DSS form 3190 -Physician's Report for Adoption Application on *each member* of the adoptive household, Consent to Adoption by agency /department/court (consent by MCI superintendent). Other items may be required depending on the whims of that particular court.

No later than 14 days after the receipt of all necessary documents, the court is to examine the documents and terminate the rights of the person authorized to consent (MCI superintendent for Act 220 wards) and enter an Order Placing the Child in adoption. The adoption worker provides the foster care worker with a copy of all legal documents and the foster care worker then is to close the foster care case within 10 calendar days of issuance of the Order Placing Child (SM 722 pg. 72).

Once the foster care case has been closed, the **adoption worker** opens the adoptive case on **CIS/CISMIS** and becomes the **primary worker**. The case is opened under the child's adoptive name and the child's **legal status** changes from **41,44 or 52** to **43 - Court Ward supervised adoption**. The child's **living arrangement** changes to **4 - adoptive home**. The adoption worker now has responsibility for updating these systems. The worker supervises the adoptive placement and provides the court with **quarterly progress reports** every 3 months until the adoption is confirmed (6 months to 1 year, unless request longer or shorter (immediate confirmation) supervisory period is set.)

After the **Order of Adoption** has been filed in the case record confirming (finalizing) the adoption, the file for the child placed into adoption by the agency or POS is to be purged of all duplicative/irrelevant information and sent to the **Payment/Document Control Division** in **FIA Central Office**. Individual records are not to be held in the local office, but are to be forwarded *at the earliest possible time* following the finalization of the adoption. **Statutory requirements mandate that children's adoption files are permanently retained**. Inactive adoption family files are to be retained in the local office for three years. (SM 732)

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

The SWSS Adoption module screens will follow the current foster care screen flow, where applicable. Once an Adoption worker is entered by the foster care worker as a child's **secondary worker** (not to be confused with a foster care worker's **alternate worker**), the adoption worker shall have update access to that particular child's Foster Care case while that case remains open. A secondary worker has access to a case on a **child specific** basis. They do not have access to another worker's FC cases unless they have been assigned to that particular case for pre-adoptive placement work.

Once the Foster care case is closed (CIS close code 3-Placed for adoption) and the adoption case opened, the adoption worker will become the child's primary worker, both on SWSS and CIS. *The Foster Care worker will not have access to the adoption case screens.*

Assumptions

1. The child will receive a **new name** once they have been **placed** for adoption. (Order Placing Child) The new name would be entered by the adoption worker on the Adoption Case Member Information screen when the adoption case is opened. (**Note:** the child's name does not *legally* change until the **Order of Adoption** is done at finalization.)
2. A new log number will be assigned by SWSS for adoption cases at adoption opening.
3. A new case number will be assigned by CIS in the child's adoptive name. The new case number will be entered onto SWSS by the adoption worker on the Adoption Child Data screen.
4. The child will receive a new recipient ID number. The new number will be entered onto SWSS by the adoption worker on the Adoption Child Data screen.
5. The child's previous (foster care) name, log # and case number will carry over from the foster care placement that preceded the adoptive placement. This information will display on the Adoption Child Data screen. It cannot be changed.
6. Information concerning the child will prefill from the preceding foster care case on the respective screens. (medical, education, legal, etc.,) Birth (or prior) family information shall prefill on the Relatives/Other Persons screen. This includes births siblings. With the exception of the child's previous name and birth family information, the information will be able to be updated as necessary on each screen.
7. A small number of adoption cases come to the Agency directly, with no prior foster care involvement. To capture these cases, an **"ADD NEW" function** needs to be available on the Adoption Menu. The worker should then flow through all the screens to capture all information needed for the 133. **All edits should apply.**
8. The adoption worker should be able to stop at the completion of each screen once all the required elements are entered and exit the system. If they attempt to leave a screen without having entered in all required data, they will receive an error. (Beep Beep)
9. If they attempt to print a report or form (133, 5S, Adop. Subsidy) without the required data, they will receive an error.
10. If an adoption disrupts **before finalization**, the child becomes a state ward again and the child's case reverts back to active foster care. **The adoption case is closed.** The child retains the FC case number, name (see note on #1, above), recipient ID (client ID) and legal status (43 to 44) that they had previously. The new foster care goal could vary for each child. *The adoptive placement dates should somehow be added to the FC placement history in order to keep the correct number of placements.* The adoptive parents names should not be accessible. As the adoption

was not finalized, it would not be reported to **AFCARS** as an adoption. It would continue to be recorded as a foster care case.

11. If the adoption disrupts after finalization, the child would re-enter foster care (if necessary) as a new CPS or Foster Care referral. The child would retain its adoptive name and the adoptive parents, being the legal parents until their rights are terminated, would be listed as the parents.

The following new screens will need to be accessible to the FC worker, adoption worker and adopt supervisor **prior** to the adoptive case being opened. *Prior to the adoption case being opened and the FC case closing, the adoption worker should have access to all FC screens related to the child.*

Adoption Referral/Comments Screen (FC worker completes)

Foster Care Case Summary screen (Included in the Adoption Referral package)

Adoption Assignment Screen (Adoption Supervisors only)

Adoption Subsidy Screen

MARE Registration Screen

Adoption Activity Screen (This screen helps the adop. worker keep track of dates for individually cases)

Adoption Case Planning Report (This screen helps the adop. worker keep track of dates for all their assigned cases)

The Adoption Menu Module screen layout is as follows:

(The opening screen flow: Adoption Case Member screen, Child Data, Adoptive Parent/Placement Information, adoptive household members, relatives/other persons, education, and Legal Information). This would provide the necessary information to open the case on CIS.)

Adoption Subsidy Screen (Adoption worker had prior access to this screen before adoption case opened.)

MARE Registration Screen

Adoption Referral Intake screen (Adoption Supervisors Only)

Adoption Assignment Screen (Adoption Supervisors) - This includes the Foster Care Case Summary screen and Comments screen that FC Worker filled out.

Adoption - Member Information Screen (New screen being developed in FC application)

Adoption - Child Data Screen

Adoption - Adoptive Parent/Placement Information Screen - This screen should be preceded by a placement history box that includes the child's previous foster home placements, if any.

Adoptive - Household Members screen

Adoption - Relatives/Other Persons screen (Info on birth family prefills from FC case)

Education Screen (Same screen as used in FC, prefill with child's educational history recorded while child was in foster care.)

Adoption - Legal Screen (info prefills from FC Legal screen. Info can be updated)

Medical Data Screen (Same screen as FC, prefill with FC data; allow for updates)

Medicaid Data Screen (Same screen as FC, prefill with FC data; allow for updates - This screen may be needed for those children receiving SSI)

Adoption Activity Screen (This screen helps the adop. worker keep track of dates)

Adoption Services (Treatment Plan Screen) New specifications included in packet.

Adoption Case Summary Screen (Similar to the FC summary screen w/ the exception of two dates)

Adoption Case Closing Screen

Adoption Ticklers will also be generated for the following tasks:

1. Adoption Child Evaluation & Initial Progress Report

2. Progress Summaries
3. MARE Report
4. Close Foster Care Case
5. Notification to Adoption Supervisor of Adoption Referral

Like PS and FC Ticklers, these Ticklers will display 30 days prior to the due date and will display on the worker's supervisor's Tickler screen 1 day after due date. They will display at after each log in and can also be viewed from the Utility Menu Display Ticklers screen. Please see the Adoption Tickler Referral Packet for additional information on adoption ticklers.

Various reports for adoption supervisors and workers will be generated by the SWSS Adoption application. These reports are to be included in an Adoption Report Generation menu along with the 133 and 5S:

1. Quarterly Management Report (Supervisor access, only)
2. Adoption Active Caseload Report
3. Adoption Quarterly Placement Report (FIA - 4447)
4. Adoption Worker Case Planning Report

The adoption worker will also need to be able to have access to the adoption subsidy forms:

FIA 1348 - Reasonable Efforts Contact Sheet
 FIA 1341 - Adoption Support Subsidy Certification Request/Disposition
 FIA 1341M - Adoption Medical Support Subsidy Certification
 FIA 1342 - Adoption Support Subsidy Rate Determination Request
 FIA 1344 - Adoption Subsidy Payment Request
 FIA 4696 - Non-Recurring Adoption Expense Statement

Please refer to the individual specifications for each report.

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

Please see the individual requirement packets for each new screen.

4. EDITS. List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.
 Adoption workers and sups need full access to FC screens until the opening of the adoption case.

Once the adoption case is opened, FC workers do not have access to adoption screens.

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

6. TRAINING ISSUES * Describe any procedures contained in these specifications that have been identified as possible training issues.

Training would have to emphasize the "dual flow" of fc/adoption that occurs until the child is placed for adoption and stress what screens are available to which worker and at what time they have access.

7. TESTING ISSUES * Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

Testing would have to emphasize the "dual flow" of fc/adoption that occurs until the child is placed for adoption. All edits would have to be tested.

8. POLICY ISSUES *. Describe any policy issues that arose as a result of these changes.

The manual states that the Child Adoption Evaluation is due 30 days from the determination that the goal is adoption. Working days cannot be translated into the generation of a date within SWSS. A policy change to a due date of 45 calendar days for the Child Adoption Evaluation would be helpful. Henry Hofstra and Rich Hokstra have approved this change.

The manual also states that the Adoption Progress Summary is to be completed by the adoption worker 90 days after the child becomes a state ward (permanent court ward). It has been proposed that the first progress report be incorporated into the Child Adoption Evaluation. The subsequent progress report would then be due 90 calendar days after the completed Child Adoption Evaluation and every 90 calendar days thereafter. Henry Hofstra proposed this change and has not finalized whether this policy change will occur.

9. DEPENDENCIES. List any dependencies. Include conversions.

10. SIGNATURES

	Signature	Date
Policy Analyst:		
Policy Supervisor:		
BuIS Analyst:		

*Revised on 12/12/96

REQ 14A

CHILDREN'S SWSS
REQUIREMENTS FORM

Assigned Policy Analyst:	Carolyn Snyder
Date Received By BuIS:	
Requirement # (from BuIS):	

TOPIC: North American Indian changes

1. **BUSINESS PROCESS.** Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

In 1978, the Indian Child Welfare Act was passed to promote the stability and security of Indian tribes and cultures as well as to protect the best interests of Indian children and individual families by the establishment of minimum standards governing any interference with Indian children's relationships with their parents, family or tribe. The agency recognizes that in dealing with Indian children, they are dealing with members or descendants of political entities; that is, Indian tribes, not with persons of a particular race.

The Indian Child Welfare Act states that the Indian child's tribe or Indian custodians have the right to intervene at any point during the court proceedings. This means that the Indian Child Welfare Act must be observed by FIA caseworkers when dealing with a native child, or the child could be sent back home by the court; wasting worker time, effort and causing emotional trauma to the child.

Early identification of native children is one of the major issues identified by the ICWA Implementation team in recent meetings. There is confusion on the part of case workers regarding the identification of native children and the attached changes which were approved by tribal members, will add clarity to this issue.

2. **SWSS INTEGRATION.** Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

On Child Information screen, for all programs, please make the following changes:

- Change "Race" to "Race/Sovereignty"
- Tribal Documentation – change the values need to be changed to Pending, Verified, None

Indians

DATE PRINTED: 6/12/98

PAGE 1

16 B

- Add the following question: "Has the question been asked, " Does this child have any North American Indian heritage?" Yes or No (required of all cases)
- Add a field – Tribe and 30 characters to enter a tribal name (not required)

3. **DATA ELEMENTS.** List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

4. **EDITS.** List all: field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

								Element Name		Edit Description

5. **OUTPUTS.** Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

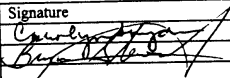
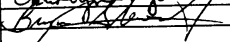
6. **TRAINING ISSUES*.** Describe any procedures contained in these specifications that have been identified as possible training issues.

7. **TESTING ISSUES*.** Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

8. **POLICY ISSUES*.** Describe any policy issues that arose as a result of these changes.

9. **DEPENDENCIES.** List any dependencies. Include conversions.

10. **SIGNATURES**

	Signature	Date
Policy Analyst:		6/12/98
Policy Supervisor:		
BuIS Analyst:		

Indians
DATE PRINTED: 6/12/98

PAGE 2

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CHILDREN'S SWSS REQUIREMENTS FORM

Assigned Policy Analyst:	Jerome Colwell
Date Received By BuIS:	5-1-97
Requirement # (from BuIS):	X-2

TOPIC: Delinquency Pre-sentence Investigation

1. **BUSINESS PROCESS.** Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

Youth age 14 through 16 years of age committed to a juvenile facility pending a trial and who are convicted in Circuit/Recorder's Court for Class 1-A felonies may be referred to the Agency for the DSW to prepare written pre-sentence investigation reports (PSI). Staff from the Department of Corrections will also do a pre-sentence investigation report for these youth.

The PSI cases are registered and opened on CIS by the completion of a FIA-133, with the Target Group/Legal Status code of 50- Non-Ward with a Delinquent petition filed.

There appears to be a significant enough amount of these cases to warrant development of a process to collect this information within SWSS. In Wayne County there were 86 PSI's last fiscal year. Twenty-five of these youth were sent to the Department of Corrections upon sentencing. 60 were remanded to Juvenile facilities and one is still pending.

There are new juvenile laws, as of January 1st of this year, requiring specific crimes as automatic waivers of youth to the Department of Corrections. However, it does not appear that PSI will be eliminated. It does call for lowering of the age in which a youth can be waived to adult court. It would appear that this may actually increase the number of PSI's ordered by the court.

2. **SWSS INTEGRATION.** Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

In order to register and open PSI cases on CIS, to obtain credit for unit work, information will need to be input into SWSS. Only a limited amount of information is needed to register and open a case as a PSI. For this reason we are recommending that a PSI check box be placed on the Member Screen of Delinquency, to allow for gathering of required information to register and open the case. These fields of data are listed in the Data Elements section below.

The PSI flow will take the user through those screens which are required for PSI registration and opening. There will only be 4 screens in which required information must be entered, the Youth Data Screen, the Legal Information Screen, the Placement Screen and upon closure the Closing Screen.

Should the youth be remanded to FIA for supervision, there will need to be a process for using the full SWSS Delinquency process. In order to do this function the worker would return to the Member Screen and click on the PSI box again to remove the X and then continue on through the complete Delinquency process. If a change of worker is necessary, just change the load # on the Youth Data Screen.

120

3. **DATA ELEMENTS.** List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

Youth Data Screen

CASE NAME *	Youth Data Screen, alpha entry with current character restrictions.
CASE NUMBER	Youth data Screen, if not available will be assigned by CIS.
REGISTRATION DATE *	Date request received, MMDDYYYY.
LOAD NUMBER *	Youth Data. Autofill with number of worker entering case on SWSS, allow for over-type. Numeric entry, County, District, Unit, Worker.
OPEN DATE *	Date opened for services, can only be back dated 30 days on CIS
DATE OF BIRTH *	Youth Data Screen, numeric entry, MMDDYYYY
CLIENT I.D. #	Youth Data Screen, if not available, will be assigned by CIS.
SEX *	Youth Data Screen, M or F.
RACE ETHNICITY *	Youth Data Screen, current race and ethnicity process.
REFERRAL SOURCE *	Youth Data Screen, hard code with a 2-count except CPS for 133.
ELIGIBILITY *	From the code list, current Delinquency process.
GOAL *	From the code list, current Delinquency process
STATUS *	From the code list, current Delinquency process
FC EVENT *	From the code list, current Delinquency process
HANDICAP *	From the code list, current Delinquency process
SSN	Numeric entry, current character limits.
RELIGION	From the code list, current Delinquency process

* = required fields.

Parent information: Allow access to this screen but not required. If user presses num-enter they can go on to the next screen with no edit to stop them.

Relatives /Other Persons: Allow access to this screen but not required. If user presses num-enter they can go on to the next screen with no edit to stop them.

Legal Information Screen: The only question which is required on this screen is Legal Status/Target group.. This will then give the necessary information for the 133 (item 64, code 50 This is Non-Ward with a Delinquent petition filed) and 5s (item 11). **Edit only for the Legal Status question Prefill with 50 and allow overtype only if application opened for services.**

Structured Decision Making Screen: This will be a required process. The worker will need to complete the Risk Assessment and Security Level in order to produce the FIA-4476 (Classification and Assignment Report) in order to obtain a Placement Score. This will be necessary to make a recommendation for placement, should the youth be placed with FIA for supervision. This per manual item number 813.3, page 12.

Services Screen: Skip this screen.

Educational Data Screen: Allow access to this screen but not required. If user presses num-enter they can go on to the next screen with no edit to stop them.

Placement Data Screen: The only required fields on this screen will be **Living Arrangement** and **Address**. The user will not be allowed to access the Payments screens. The Placement reason information will not be displayed. Placement date will be filled with current date, as there will be no placement date.

Funding Determination: Skip this screen.

Payment Authorization Screen: Skip this screen.

Medical Data Screen: Allow access to this screen but not required. If user presses num-enter they can go on to the next screen with no edit to stop them.

Medicaid Data Screen: Skip this screen.

Comments: Allow access to this screen but not required. If user presses num-enter they can go on to the next screen with no edit to stop them.

Family History: Allow access to this screen but not required. If user presses num-enter they can go on to the next screen with no edit to stop them.

Caseload Management: Skip this screen.

Case Summary: This is a display only screen and will display information which is available.

Report Generation Menu: Allow for the FIA-133 and FIA-5s, Youth Placement and Education Record, and Medical Face Sheet.

Provider Match: Allow access to this screen but not required. If user presses num-enter they can go on to the next screen with no edit to stop them. This screen could be used for a placement recommendation to the court, as a portion of the PSI.

Case Closing: This screen will be available to PSI process. Follow the current process and code list.

4. **EDITS:** List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description

120

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

The FIA-133 and 5s will need to be generated to register, open and closed the PSI case on CIS. Below are a list of the fields necessary for filling these reports.

Screen	Field	Required	133	5s	Explanation
Youth Data Screen	Log number	system generated	Top	Top	numeric
	Case Name	yes	1&16	1&16	Alpha text
	Case Number	yes	2	2	alpha/numeric
	County	yes	4	4	code/numeric
	District	yes	4	4	code/numeric
	Unit	yes	4	4	code/numeric
	Worker	yes	4	4	code/numeric
	Secondary Worker	no			
	Acceptance Date	yes	78	55	current process
	Open Date	yes	60	6	current process
(Legal Info) Hard Code	Legal Status	yes	64	11	50-non-ward Del.
(Placement Screen)	Living Arrangement	yes	71	48	current process
(Placement Screen)	Address	yes	7		current process
(Placement Screen)	Placement Date	yes	73	50	current date for PSI
Youth Data Screen	Referral Source	yes	77	54	2 - Court (always)
	Eligibility	yes	63	10	code
(Hard code)	Goal	yes	66	13	code
	Status	yes	67	14	code
	FC Event	yes	84	61	6-no outcome
	Handicap	yes	81	58	code
	DOB	yes	17	18	MMDDYYYY
	Sex	yes	21	19	M or F
	SSN	no	18	22	numeric
	Race/ethnicity	yes	22	21	current process
	Client ID	yes	19	17	current process
	Religion	no	NA	NA	code
(Hard code)	Program	yes	69		4-Delinquency

6. TRAINING ISSUES* Describe any procedures contained in these specifications that have been identified as possible training issues.

Workers must be informed of the PSI process, what fields are required and which are optional. They must also be shown how to change the status of the case from PSI to open Delinquency if FIA is given supervision of youth.

13A

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	Pat Wilson
Date Received By BuS:	5-5-97
Requirement # (from BuS):	F-3
Topic	Register Care Flow Edits

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.
See attached edit information.

3. DATA ELEMENTS. List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. *Use Word document DATAFRM.DOC. Attach completed document to this form.*

4. EDITS. List all: field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.

13 B

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

9. DEPENDENCIES. List any dependencies. Include conversions.

10. SIGNATURES

	Signature	Date
Policy Analyst:	<i>[Signature]</i>	5/5/97
Policy Supervisor:	<i>[Signature]</i>	5/2/97
BuIS Analyst:	<i>[Signature]</i>	5/3/97

*Revised on 12/12/96

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

13 c

FLOW EDITS:

Attached are four edit tables with the element that is entered in Child Data circled in red. Each of these elements edit against elements entered in either the legal screens or the placement screens.

The only CIS edit found which seems to apply to these tables:

#2303 Invalid Service Eligibility to Target Group (legal status) combination

The other CIS edits I found that would be necessary for the foster care flow screens would be:

1. Standard date edits for all the date fields.
2. Social Security edits: This includes both social security number validity edits and the requirement that for youth in Independent Living, a social security number must be entered as this is the identifier for model payments.
3. As most elements are chosen from a pick list, edits for entry of data not on the pick list seem unnecessary. For example: CIS edit 1146 Federal Goal is not 6 - 13. Could a worker enter any number except 6 through 13?

HELP AND ERROR MESSAGES

On the Parent Screen under Caretaker Family Structure: The questions of "Does this person have primary caretaking responsibilities?" Could have the explanation of: "Only one person can be identified as primary care taker." The same applies to secondary caretaking responsibilities.

Emergency Contact? Y/N needs a message of: A person identified by the worker to be notified in the event of any emergency concerning the child."

Share Information? Y/N needs a message of: Allows the worker to indicate whether or not they want common information transmitted to a companion, or sibling, case.

From the Master Error Mesasge the following standard messages seem to apply to the Foster Care Flow Screens:

- 11: Name Required
- 12: Address Required
- 15: City Required
- 24: Both care takers cannot be primary
- 26: Date cannot be greater than todays date
- 27: One caretaker must be primary
- 42: End date must be after start date (service screen)
- 50: Date is before open date
- 208: Date of proof must be after examination date (medical screen)
- 218: Birth certificate has been (A) applied for or (R) received (child data)
- 240: Date of last proof must be after examination date (medical screen)
- 252: Future date not valid

H:\FLOWEDIT.DOC

print date: 4/11/97

13 0

✓
270: Date can not be less than child's date of birth
525: Field must be entered
567: Enter date CPS case was accepted by CFC supervisor (child data: foster
care acceptance date)
655: Invalid eligibility / target group (legal status) combination
660: Invalid living arrangement / foster care event combination

H:\FLOWEDIT.DOC
print date: 4/11/97

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

CHAPTER

15

PAGE

168

CIS MANUAL

SUBJECT

C&YS EDIT/CODING TABLE

DATE
Eff. 7-1-96
CIS 96-3

TABLE 1
VALID ELIGIBILITY TARGET GROUP COMBINATIONS

Eligibility Code	Target Group	2 Education	4 Employment	8 ADC/Neglect	9 Non-ADC/Neglect	10 ADC/Abuse	11 Non-ADC/Abuse	12 ETP Eligible	15 Other - Family and AHH	16-23 Adult Sv - In Home	24-31 Adult Sv - Out Home	40 Court Ward - Del.	41 Perm. Ct. Wd.	42 Temp. Ct. Wd. Neg.	43 Ct. Wd. Sup. Adpn.	44-46 State Ward	47 - 49 OTI	50 Non-Wd. Del. Pel.	51 Non-Ward	52 Dual Wardship	53 Fam. Prev. Services
ADC	1																				
SSI	2																				
P.S.	3																				
Inc. Scale 1-MA	4																				
Inc. Scale 1-non-MA	5																				
Inc. Scale 2-MA	6																				
Inc. Scale 2-non-MA	7																				
Over Scale 2	8																				
Refugee	9																				
Former/Pending ADC	10																				
Group Eligible	11	X	X																		
ETP Eligible	12																				
ADC-F	13																				
Income Eligible	14	X	X																		

I have 40-50

Edit 2303 - Invalid Service Eligibility
to Target Group Relationship

EXHIBIT

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

STATE OF MICHIGAN FAMILY INDEPENDENCE AGENCY		CHAPTER 15	PAGE 178
CIS MANUAL	SUBJECT C&YS EDIT/CODING TABLE	DATE Eff. 7-1-96 CIS 96-3	

137

**TABLE 11
TARGET GROUP - RECIPIENT AGE**

Target Group Recipient Age	40 Court Ward Del	41 Perm Court Ward	42 Temp Ct Ward-Neg	43 Ct Ward Sup. AdpIn	44 State Ward MCI	45 Temp Obsr MCI/O	46 State Ward Del.	47 OTI - Del.	48 OTI - Neg.	49 OTI - Adaption	50 Non-Ward Del/pel	51 Non Ward Not Del.	52 Dual Wardship
0 - 4	X	X	X	X	X	X			X	X	X	X	
5 - 11	X	X	X	X	X	X			X	X	X	X	
12 - 13	X	X	X	X	X	X	X	X	X	X	X	X	X
14 - 15	X	X	X	X	X	X	X	X	X	X	X	X	X
16 - until 19th birthday	X	X	X	X	X	X	X	X	X	X	X	X	X
19 until 20th birthday	X	X	X			X						X	X
20 until 21st birthday						X						X	X

1 Target Group 51 is only valid for recipients age 20 with Living Arrangement 7.

**Edit 5227 - Target Group Not Allowed
For Age of Recipient**

EXHIBIT

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

STATE OF MICHIGAN FAMILY INDEPENDENCE AGENCY		CHAPTER 15	PAGE 177
CIS MANUAL	SUBJECT C&YS EDIT/CODING TABLE	DATE Eff. 7-1-96 CIS 96-3	

136

TABLE 10
LIVING ARRANGEMENT - RECIPIENT AGE

LIVING ARRANGEMENT RECIPIENT AGE	1. OWN HOME, PARENTS	2. RELATIVES	3. LEGAL GUARDIAN	4. ADOPTIVE HOME	5. DSS FOSTER HOME	6. FOSTER HOME-PRIV.	7. INDEPENDENT LIVING	8. GROUP HOME (DSS)	9. PUB SHELTER HOME/ FAC.	10. RES CARE CNTR. (DSS)	11. DETENTION	12. JAIL	13. PRIV. CC INSTL.	14. DSS STATE INSTL.	15. DSS CAMP	16. MENTAL HEALTH FAC.	17. COURT TRT. FAC.	18. OUT OF STATE	19. BOARDING SCHOOL	20. AWOL	21. ARBOR HEIGHTS
0-4	X	X	X	X	X	X			X				X			X		X	X	X	
5-11	X	X	X	X	X	X		X					X			X	X	X	X	X	
12-13	X	X	X	X	X	X		X	X	X	X	X	X	X		X	X	X	X	X	X
14-15	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X
16-until 21st birthday	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Edit 5221 - Invalid Living Arrangement
For Recipient Age

EXHIBIT

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

CHAPTER

15

PAGE

169

CIS MANUAL

SUBJECT

C&YS EDIT/CODING TABLE

DATE
Eff. 7-1-96
CIS 96-3

13 14

TABLE 2
FOSTER CARE EVENT - LIVING ARRANGEMENT

FOSTER CARE EVENT	LIVING ARRANGEMENT		01. OWN HOME	02. RELATIVES	03. GUARDIAN	04. ADOPT HOME	05. FH - DSS	06. FH - PA	07. IND. - LIVING	08. OP HOME (DSS)	09. SH	10. HHW (DSS)	11. DETENTION	12. JAIL	13. INSTITUTION	14. ST. INST.	15. DSS CAMP	16. M HEALTH FAC	17. CT TREAT FAC	18. OUT STATE	19. BOARDING	20. AWOL	21. ARBOR HEIGHTS
RETURN HOME	01	X																					
OTHER PARENT	02	X																					
VOL RELEASE	03		X	X		X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	
PETITION	04		X	X		X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	
RELATIVE	05		X	X		X	X																
NO OUTCOME	06		X	X		X	X	X	X	X	X	X	X	X			X	X	X	X	X	X	

Edit 2367 - Invalid Foster Care Event -
Living Arrangement Combination

EXHIBIT

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

CHILDRENS SWSS
REQUIREMENTS FORM

REG 14A

ASSIGNED POLICY ANALYST	LEE WILDS
DATE RECEIVED BY BUTS	3-28-97
REQUIREMENTS # (FROM BUTS)	F-52 H

BUSINESS PROCESS:

ADOPTION SERVICES MEN [REDACTED] ADOPTION WORKERS AND FOSTER CARE WORKERS WORK ON A CHILDS CASE SIMULTANEOUSLY. PART OF THE FOSTER CARE FLOW AND MENU IS A CHILD DATA SCREEN. ONCE A FOSTER CARE WORKER MAKES A REFERRAL TO ADOPTION, THE CHILD DATA ELEMENTS WILL REMAIN IN FOSTER CARE, WITH BOTH WORKERS HAVING ACCESS TO THE SCREEN. ONCE THE ADOPTION WORKER LOCATES AN ADOPTIVE FAMILY, FILES A PETITION, AND THE COURT ORDERS THE ADOPTIVE PLACEMENT, THE FOSTER CARE CASE IS CLOSED. WHEN THE FOSTER CARE CASE CLOSSES, AND THE ADOPTION CASE IS OPENED, A NEW CHILD DATA SCREEN FOR ADOPTIONS IS REQUIRED. THE ADOPTION CASE IS OPENED IN THE CHILDS NEW NAME WITH A NEW CASE NUMBER AND NEW R.I.D. NUMBER. THE ADOPTION SERVICES CHILD DATA SCREEN WILL INCORPORATE BOTH DATA FROM THE FOSTER CARE CHILD DATA SCREEN AND NEW DATA ELEMENTS REFLECTING THE CHILDS ADOPTIVE PLACEMENT.

ALTHOUGH THERE IS NO SPECIFIC SERVICES MANUAL ITEM RELATIVE TO CHILD DATA, THE DATA ELEMENTS REQUIRED FOR THIS SCREEN ARE SPREAD OUT ALL THROUGH THE FOSTER CARE AND ADOPTION SECTION OF THE SERVICES AND CIS MANUAL, AND SOME OF THE DATA ELEMENTS ARE REQUIRED AFCAR ELEMENTS. HENCE, FIA POLICY DOES REQUIRE WORKERS TO CAPTURE THIS INFORMATION.

2. SWSS INTEGRATION.

IT WILL BE NECESSARY TO HAVE FOSTER CARE CHILD DATA SCREEN AVAILABLE TO ADOPTION WORKERS AT THE POINT A REFERRAL TO ADOPTION HAS BEEN MADE BY FOSTER CARE, AND THE CASE HAS BEEN ASSIGNED TO AN ADOPTION WORKER. ONCE THE FOSTER CARE CASE CLOSSES TO ADOPTION, ALL THE DATA ELEMENTS IN THE CHILD DATA SCREEN HAVE TO COME OVER TO THE ADOPTION SERVICES CHILD DATA SCREEN, AND THE ADOPTION WORKER WILL NEED TO BE ABLE TO UPDATE ALL DATA FIELDS, WITH THE EXCEPTION OF THOSE DATA ELEMENTS THAT ARE PREFILLED FROM OTHER SCREEN DATA FIELDS [I.E. LEGAL INFO, PLACEMENT ETC.]

ADOPTION CHILD DATA WILL BE ARRANGED IN THE ADOPTION FLOW FOLLOWING THE CASE MEMBER INFORMATION SCREEN, AND PRECEEDING THE ADOPTION LEGAL INFORMATION SCREEN. THIS IS THE FIRST SCREEN THAT THE WORKER MUST UPDATE FOLLOWING CLOSURE OF THE FOSTER CARE CASE.

3. DATA ELEMENTS.

<u>ADOPTION CHILD DATA SCREEN</u> FOSTER CARE CHILD DATA PREFILLS.	
DATA ELEMENTS.	PREFILL SOURCE.
1. FOSTER CARE CASE #.	FC CHILD DATA
2. FOSTER CARE LOG #	FC CHILD DATA

3 FOSTER CARE CASE NAME [LAST, FIRST, MI]	FC CHILD DATA
4 ADOPTION WORKER NAME AND LOAD #	ADOPTION CASE ASSIGNMENT
5 LEGAL STATUS	FC LEGAL INFO
6 FC ACCEPTANCE DATE	FC CHILD DATA
7 COMMITMENT/ACCEPTANCE [IF PERMANENT COURT WARD] DATE	FC LEGAL INFO
8 TITLE IV-E ELIGIBILITY	FC FUNDING DETERMINATION
9 ELIGIBILITY CODE	FC CHILD DATA
10 GOAL	FC CHILD DATA
11 STATUS	FC CHILD DATA
12 REFERRAL SOURCE	ADOPTION WORKER ENTRY [CIS CODES]
13 ADOPTION OPEN DATE	PREFILL FROM LEGAL INFO DISPO ORDER OF ADOPTIVE PLACMENT
PERSONAL INFORMATION	
14 D O B	FC CHILD DATA
15 AGE	FC CHILD DATA
16 SEX	FC CHILD DATA
17 RACE	FC CHILD DATA
18 HISPANIC	FC CHILD DATA
19 RELIGIOUS PREFERENCE	FC CHILD DATA
20 HANDICAP	FC CHILD DATA

DATA ELEMENTS THAT HAVE TO BE ENTERED ON CHILD DATA SCREEN BY THE ADOPTION WORKER AS NEW ENTRIES ARE:

1. CHILDS ADOPTIVE [NEW] NAME.
2. CHILDS ADOPTIVE FAMILY ADDRESS PREFILL FROM ADOPTIVE PLACEMENT SCREEN
3. LIVING ARRANGEMENT AUTO PREFILL CODE 4. ADOPTIVE PLACEMENT.
4. ADOPTION REFERRAL SOURCE.
5. ADOPTION R I D [NEW] NUMBER
6. REFERRAL SOURCE

4. EDITS. SEE ATTACHED.

5. OUTPUTS.

SWSS NEEDS TO GENERATE NUMEROUS FORMS FOR ADOPTION WORKERS. ALTHOUGH THERE ARE NO SPECIFIC FORMS RELATIVE TO JUST THE CHILD DATA SCREEN, VARIOUS DATA ELEMENTS FROM THE CHILD DATA SCREEN NEED TO BE INCORPORATED INTO VARIOUS OUTPUT REPORTS [I.E. 133, 5-S, 626, ETC.] THESE ELEMENTS AND OUTPUTS WILL BE INCORPORATED INTO A SEPARATE PACKET ENTITLED REPORT GENERATION, WHICH WILL BE A PART OF THE ADOPTION SERVICES MENU SELECTIONS.

6. TRAINING ISSUES.

ADOPTION WORKERS WILL NEED TO BE TRAINED IN HOW TO OPEN UP AN ADOPTION CASE. THE FIRST THREE SCREENS CRUCIAL TO THAT PROCESS ARE CHILD DATA, ADOPTIVE PLACEMENT, AND LEGAL INFO. FROM THESE THREE SCREENS THERE WILL BE

✓

SUFFICIENT DATA FOR THE SYSTEM TO PRODUCE CIS REGISTRATION AND DISPOSITION
CHILD DATA SCREEN ENTRIES WILL BE THE FIRST ENTRIES MADE BY THE ADOPTION
WORKER AFTER THE FOSTER CARE CASE HAS CLOSED.

14c

TESTING ISSUES.

THERE ARE NO TESTING ISSUES IDENTIFIED.

POLICY ISSUES.

THERE ARE NO POLICY ISSUES RELATIVE TO THIS PARTICULAR SCREEN.

DEPENDENCIES.

THERE ARE NO DEPENDENCIES IDENTIFIED WITH THIS PARTICULAR SCREEN.


LEE L. WILDS, SWSS DEVELOPMENT TEAM

14D

WORK SCREEN SWSS ADOPTIONS

SCREEN NAME: ADOPTION CHILD DATA SCREEN

1 FOSTER CARE CASE NUMBER _____ 2 FOSTER CARE LOG # _____
3 FOSTER CARE CASE NAME LAST _____ FIRST _____
MI _____

4 ADOPTION WORKER NAME AND LOAD # _____
5 CHILDS ADOPTIVE NAME LAST _____ FIRST _____
MI _____

6 CHILDS ADOPTION CASE NUMBER _____
7 IS THE CHILDS PLACEMENT A CONTINUATION OF THE PLACEMENT THAT PRECEDED
THE ADOPTION PETITION AND DISPOSITIONAL ORDER? [Y/N] [IF YES PREFILL #8 FROM
PLACEMENT] [IF NO, WORKER ENTRY]
8 CHILDS ADOPTIVE FAMILY ADDRESS
NUMBER AND STREET _____
CITY _____
STATE _____ ZIP CODE _____
TELEPHONE # _____

9. LEGAL STATUS ____
10. DATE PLACED ____
11. LIVING ARRANGEMENT ____ ADOPTIVE PLACEMENT
12. ACCEPTANCE DATE: _____

13. REFERRAL SOURCE: POP-UP CIS CODES
WORKER SELECT

1. PROTECTIVE SERVICES
2. COURT
3. VOLUNTARY RELEASE
4. OTI
5. DISRUPTED ADOPTION
6. VOLUNTARY PLACEMENT

14. COMMITMENT DATE ____
15. ADOPTION OPEN DATE ____
16. ADC/TITLE 4-E ELIGIBLE [Y/N] ____
17. ELIGIBILITY: POP-UP CIS CODES
WORKER SELECT

1. ADC
4. INCOME SCALE 1 M
5. INCOME SCALE 1 NON-MA
6. INCOME SCALE 2 MA
7. INCOME SCALE 2 NON-MA
8. OVER SCALE 2
9. REFUGEE

18. GOAL: [AUTOMATICALLY PREFILL CODE 10]
19. STATUS: POP-UP CIS CODES

1. GOAL ACHIEVED SERVICES CONTINUE
2. GOAL NOT ACHIEVED SERVICES CONTINUE
3. GOAL ACHIEVED SERVICES NO LONGER NEEDED
6. CASE TERMINATED, DEATH/MOVE
8. TRANSFERRED TO ANOTHER GOAL [NOT ACHIEVED]

20. HANDICAP: ____

PERSONAL INFORMATION:



141

- 21 DOB
- 22 AGE
- 23 SEX
- 24 RACE
- 25 HISPANIC
- 26 ADOPT RID #
- 27 SSN #
- 28 RELIGION

NAME _____ WILDS _____ SWSS DEVELOPMENT
TEAM _____

REQ 15A

CHILDREN'S SWSS
REQUIREMENTS FORM

Assigned Policy Analyst:	Jerome Colwell
Date Received By BuIS:	4-16-97
Requirement # (from BuIS):	T-54

TOPIC: OUT-OF-STATE TRANSFER

1. **BUSINESS PROCESS.** Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

Currently cases that are transferred in from out-of-state, come through the Interstate offices. The sending state contacts their Interstate office and provides a referral packet (100A) requesting a homestudy for placement. The sending Interstate office sends the request on to the receiving Interstate office. This is then passed along to the receiving local office for review. The homestudy and placement recommendation is completed and sent back through the previously mentioned channels. The sending State must then determine if it is appropriate to place the child or youth in the Michigan home and to request that the child or youth be supervised by the Michigan agency. This request (100B), is completed including placement date or indicating the child will not be placed so ICPC case can be closed, is made through the above mentioned channels.

Youth who are eligible for this type of placement are within Foster Care, Delinquency and Adoption programs. Delinquency does not use the 100a or B.

REQUIRED SUPERVISION

The sending state can send a youth for placement without the receiving states consent and the receiving state must supervise if the child is placed in the home of a parent or legal guardian who lives within the receiving state. The local agency is not required to supervise the placement if they did not consent and the youth is placed with someone other than the Legal parent or guardian.

The sending state continues to be responsible, after placement in Michigan, for:

1. Legal jurisdiction of the ward.
2. Financial responsibility for the ward, any cost in connection with placement, including, clothing, transportation costs, medical or psychiatric fees.
3. Major life decisions (i.e. marriage and military enlistment), permanency and discharge planning.

The receiving state staff are to provide the same level of service and supervision other than payments for wards coming into the state as they would for wards committed within the state. Reports are to be requested by the sending state and agreed upon in their frequency. They are to be sent to the Interstate Services office, in triplicate. There is no mention of an

B

Initial Service plan within the manual but the suggested time frame for the Homestudy is 30 days.

Records of OTI's serviced within Michigan are to be maintained within the local office for 1 year after discharge of the ward. They are to be maintained for an additional three years by the Interstate Office.

ADOPTIVE PLACEMENT STUDIES

Michigan is required to provide Adoptive Placement Studies for:

1. A proposed adoptive placement of a foster child living in Michigan who is under court or state supervision outside of Michigan.
2. A proposed adoptive placement with a relative when the child is under court or state supervision outside of Michigan.
3. A proposed adoptive placement of a "special needs" child as defined by Michigan if the child is under court or state supervision outside of Michigan.

Once the Placement study is completed the Interstate Office signs the FIA-4332 (100A), approving or disapproving the placement. This is sent, with the Placement Study, through the Interstate offices to the local sending county. The sending ICPC closes the interstate case if the placement is disapproved. If the placement is approved the ICPC keeps the case open. In Michigan, all decisions regarding the appropriateness of placement are the responsibility of the local agency, The ICPC office will not alter the local office recommendation.

If the placement has been approved, and the sending agency still desires the placement, they prepare and sign the FIA-4333 (100 B). This is then sent, with supporting documents which show the date the child will be placed in Michigan, to the Michigan ICPC offices and on to the receiving agency.

LICENSED FOSTER CARE/PARENT OR LEGAL GUARDIAN PLACEMENT

Requests for services for abused/neglected children across state lines are handled through the Interstate Compact. The following requests are sent to local Michigan agencies;

1. Home studies of a parental or relative home of a child who is currently a foster child under court or state supervision in another state.
2. Supervision of the placement of a child with a parent/relative when the child is under court or state jurisdiction in another state.
3. Evaluation and supervision of a family foster care placement when the child is under court or state jurisdiction in another state. If the child's plan changes to Adoption a new 100A is required to request an Adoptive Homestudy update.

The same process for appropriateness of placement is followed as explained above for adoption. However, refer to the section above entitled REQUIRED SUPERVISION for

information regarding cases in which another state's FC child is sent to live with a parent or guardian despite disapproval of placement.

RESIDENTIAL PLACEMENT

This type of referral is handled only through ICPC, the sending office and the residential facility. The local office is not involved in this process.

DELINQUENCY

Placement of delinquent youth with parents, relatives or in family foster care across state lines is handled by the Interstate Compact of Juveniles Office (ICJ). Requests for services are made through this office to local agencies for the following;

1. Home studies of a parental or relative home of a delinquent youth who is under court or state supervision in another state.
2. Supervision of the placement of a delinquent youth with a parent/relative when the youth is under court or state jurisdiction in another state.
3. Evaluation and supervision of a family foster care placement when the youth is under court or state jurisdiction as a delinquent in another state.

The appropriate forms must be completed signed and sent through the sending state's ICJ office to the local agency. These include the FIA-3038-IV (placement investigation and supervision request). The FIA-3040-1A6 (Memorandum of understanding and application for compact services). The FIA-3049-V (report of sending state on Parole/probation being sent to another state).

The local receiving agency can refuse to provide supervision if the placement is not approved unless the placement is with a parent or legal guardian. Under this circumstance the decision to place does not have to be mutual.

Homestudies and supervision of placements for all OTI cases are registered on CIS through the filling out of the FIA-133. They are then updated with the filling out of the FIA-5s.

2. **SWSS INTEGRATION.** *Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.*

It would appear that the OTI process is one in which local offices are involved in on a regular and ongoing basis. It also requires entry into the CIS system. To give the user the opportunity to automate this process and to provide consistency of all entries into CIS to come from a SWSS produced form, the process is being developed for SWSS.

It has been determined, through discussions with the SWSS users group and local office input, that we will not need to gather all the information for OTI cases that we do for cases which are wards of Michigan. We do not collect AFCARS information on these cases, as that is the responsibility of the sending state. We do not provide payments, which would mean that we would not need to do the eligibility determination or provide payment

information on these cases. This will greatly reduce the amount of entry of data for OTI cases.

To meet this need it has been requested that we have an override of screens and data fields for information not needed on these cases. By entering these cases as **ADD NEW** cases and placing an OTI indicator on the Member Information Screen, we could then gray out question on screens which do not apply or skip screens all together which do not apply. This indicator would also flag these cases as not included in AFCAR data collection.

3. **DATA ELEMENTS.** List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. Use Word document DATAFRM.DOC. Attach completed document to this form.

See attached pages 1-6.

4. **EDITS.** List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description

5. **OUTPUTS.** Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

The FIA-133 and FIA-5s will need to be generated in order to register cases on CIS and to update information on these cases. The system will also need to generate Youth Placement and Education Record as well as a Medical Face Sheet.

6. **TRAINING ISSUES*.** Describe any procedures contained in these specifications that have been identified as possible training issues.

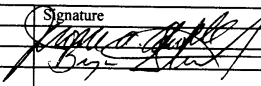
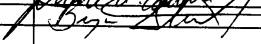
Users will need to be informed of the OTI indicator box, so as not to fill in unnecessary information.

7. **TESTING ISSUES*.** Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

This process will need to be tested thoroughly to assure that necessary information is gathered for registration, opening and closing of cases (on CIS) can be done for OTI cases.

8. **DEPENDENCIES.** List any dependencies. Include conversions.

9. **SIGNATURES**

	Signature	Date
Policy Analyst:		4/16/97
Policy Supervisor:		
BuIS Analyst:		

*Revised on 11/20/96

FOSTER CARE -OTI

The following information is related to the collection of data and field entries for Foster Care OTI cases. The initial screen, Case Member Data, will need an indicator box of OTI. This will flag the case as an OTI case and will bring up only screens and fields necessary for these cases. It will also be an indicator that no AFCAR information will be collected on these cases. The Member Information Screen will contain the Child Data, Parent Information and Relative/Other Persons information. Listed below are the fields found within Member Information Screen. Those which are not found within Child Data are listed as such, those that are, are left blank (under screen heading).

MEMBER INFORMATION SCREEN

Screen	Field	Required	Item		Explanation
			133	5s	
Child Data	Log Number	System generated	Top	Top	Numeric
	Child Name	yes	1&16	1&16	Alpha text
	Case Number	Yes	2	2	alpha/numeric
	County	yes	4	4	code
	District	yes	4	4	code
	Unit	yes	4	4	code
	Worker	yes	4	4	code
	Secondary Worker	no	4	4	code
	FC Acceptance date	yes	78	55	current process
	Open date	yes (date on 100B)	60	6	current process
	(From Legal Screen) Legal Status	yes	64	11	48 (OTI-Neglect)
	(From Placement Screen) Living Arrangement	yes	71	48	code
	(From Placement Screen) Date Placed	yes (enter current date if homestudy)	73	50	MMDDYYYY
	(Child Data Screen) Referral Source	yes	77	54	4 (always)
	Eligibility	yes	63	10	6 or 7
	Goal	yes	66	13	current process
	Status	yes	67	14	current process
	FC event	yes	84	61	current process
	Handicap	yes	81	58	current process
	DOB	yes	17	18	current process
	Sex	yes	21	19	current process
	SSN	no	18	22	current process
	Race/Ethnicity	yes	22	21	current process
	Client ID	no	19	17	current Rec. ID
	Religion	no			current process

Parent Information; allow access to these fields but none of this information is necessary for the 133 or 5s. Follow current FC process. Not required entry.

Relatives/Other Persons; allow access to these fields but none of this information is necessary for the 133 or 5s. Follow current FC process. Not required entry.

Educational Data Screen: allow access to these fields but none of this information is necessary for the 133 or 5s. Follow current FC process. Not required entry.

Legal Information Screen: The only question which will need to show on this screen is Legal Status/Target group. The rest can be grayed out or not show at all. This will then give the necessary information for the 133 (item 64, code 48 only for Foster Care case) and 5s (item 11).

Funding Determination Screen: skip this screen as it is not necessary for Michigan worker to keep track of. This is the responsibility of the sending State.

Placement Screen: Follow the current FC process for placement. The user will not be allowed to access the Payments screens. The Placement reason information will not be displayed. Placement Date, if child is placed after a homestudy is done, will be overwritten from the placement screen if current date was entered for a homestudy.

Payment Information Screen: skip this screen as it is not necessary for Michigan worker to keep track of. This is the responsibility of the sending State.

Medical Data Screen: allow access to these fields but none of this information is necessary for the 133 or 5s. Follow current FC process. Not required entry.

Medicaid Data: There are instances in which an OTI case would need to have a Medicaid case opened, i.e. relative placement which is not ADC-f eligible and have no insurance coverage for the child. We should allow access to the current FC Medicaid process. This will also allow for the filling of Eligibility Items on the 133 (item 63 and MA information under item 15) and the 5s (item 10).

Services Screen: allow access to this screen but none of this information is necessary for the 133 or 5s. Follow current FC process. Not required entry.

Comments Screen: allow access to this screen but none of this information is necessary for the 133 or 5s. Follow current FC process. Not required entry. May be a good place to store information that is not collected for OTI cases, i.e. contact worker from another state, funding information, or court information.

Family History Screen: skip this screen as it is not necessary for Michigan worker to keep track of. This is the responsibility of the sending State.

Caseload Management: This screen will be available, as OTI cases often require Service Plans. The funding redetermination will not be necessary.

Case Summary Screen: This is a display only screen and will display information which is available.

Separate Companion Cases Screen: This screen will be available to OTI cases, as there may be a need to make cases companion cases within the Member Information Screen. They may then need to be separated later, in the event that one or more of the children may be returned to sending state or one of the companions may be charged as a delinquent.

Provider Match Screen: This screen will be available to OTI cases, in the event that a child may need to be moved or placed in another FC home. They may also be removed from a relative home and placed in FC.

Report Generation Menu: Allow for the 133 and 5s, Youth Placement and Education Record, and Medical Face Sheet.

Case Closing: This screen will need to be available, with the entry of code 16-OTI activity completed. This will serve for the closing of the Homestudy if child not placed or closing of a supervised case.

ADOPTION - OTI

We will follow the same process for Adoption as outlined in the Foster Care OTI process. The case will be added as an ADD NEW. We will have an OTI flow which will not include all the same information that we collect for in-state cases, as we do not collect AFCAR information on these cases and do not need all the screens or fields of data that we normally collect. There will be an OTI indicator on the Member Information screen to flag these cases as OTI and to indicate that AFCAR information will not need to be gathered on these cases. This will also indicate that we will follow the OTI flow.

Adoption Subsidy Screen: This screen does not apply to OTI cases, from another state placed in MI, as it is the sending states responsibility to file for subsidy. This screen can be skipped for OTI cases.

MARE Screen: This screen does not apply to OTI cases, from another state placed in MI, as they do not get reported to MARE. This screen can be skipped for OTI cases.

Case Member Screen: This screen will be available for OTI use. Follow current Adoption process.

Screen	Field	Required	133	5s	Explanation
	Log number	system generated	top	top	Numeric
Child Data	Child Adopt. Name	yes	1&16	1&16	Alpha text
	Case Number	yes	2	2	alpha/numeric
	County	yes	4	4	code/numeric
	District	yes	4	4	code/numeric
	Unit	yes	4	4	code/numeric
	Worker	yes	4	4	code/numeric
	Secondary Worker	no			
	Open date	yes	60	6	current process
(From Legal Screen)	Legal Status	yes	64	11	49 (OTI-Adopt)
(Placement Screen)	Living Arrangement	yes	71	48	4 (Adopt. Place)
(Placement Screen)	Date Placed	yes(enter current date if homestudy)	73	50	MMDDYYYY
(Child Data Screen)	Referral Source	yes	77	54	4 (always) OTI
	Eligibility	yes	63	10	6 or 7
	Goal	yes	66	13	current process
	Status	yes	67	14	current process
	Handicap	yes	81	58	current process
	DOB	yes	17	18	current process
	Sex	yes	21	19	current process
	SSN	no	18	22	current process
	Race/Ethnicity	yes	22	21	current process
	Client ID	no	19	17	current Rec. ID
	Religion	no			current process

17

Adoption Parent/ Placement Screen: Follow the current Adoption placement process for OTI cases.

Adoptive Household Members Screen: Allow access to this screen, this information is not collected on the 133 or 5s.

Adoptive Other Persons Screen: Allow access to these fields but this is an optional entry screen, as none of this information is collected for the 133 or 5s.

Educational Data Screen: Allow access to these fields but this is an optional entry screen, as none of this information is collected for the 133 or 5s.

Legal Information Screen: The only question which will need to show on this screen is Legal Status/Target group. The rest can be grayed out or not show at all. This will then give the necessary information for the 133 (item 64, code 49 only for Adoption case) and 5s (item 11).

Medical Data Screen: allow access to these fields but none of this information is necessary for the 133 or 5s. Follow current Adoption process. Not required entry.

Medicaid Data: There are instances in which an OTI case would need to have a Medicaid case opened. We should allow access to the current Adoption Medicaid process. This will also allow for the filling of Eligibility Items on the 133 (item 63 and MA information under item 15) and the 5s (item 10).

Adoption Activity Screen: Allow access to this screen, MARE registration and Subsidy Request will not be necessary as the MI worker is not responsible for this. The sending state is also responsible for the Child Adoption Evaluation and all court information but the MI worker can enter the dates if they choose to. The MI worker is responsible for the Progress Summaries.

Adoption Services Screen: allow access to this screen but none of this information is necessary for the 133 or 5s. Follow current Adoption process. Not required entry.

Adoption Case Summary Screen: This is a display only screen and will display information which is available.

Adoption Case Closing Screen: This screen will need to be available, with the entry of code 16-OTI activity completed. This will serve for the closing of the Homestudy if child not placed or closing of a supervised case.

Rescind Adoption Screen: Do not allow access to this process for OTI cases. Failed OTI Adoption cases will need to be closed with the code 16-OTI Activity Complete.

DELINQUENCY - OTI

Delinquency OTI cases will follow the same process as Foster Care and Adoption. They will gather necessary information for CIS registration, cases opening and case closing. We will not follow the complete flow of the Delinquency SWSS application but rather only screens and fields necessary to gather CIS information. Some screens may be available as optional screens, if it is felt to be beneficial to the worker.

Member Information Screen: This screen will be available for OTI cases and will follow the current flow of Delinquency.

Youth Data Screen: This screen will follow the outline below, of fields available to workers for OTI cases.

Screen	Field	Required	133	5s	Explanation
Youth Data Screen	Log number	system generated	Top	Top	numeric
	Case Name	yes	1&16	1&16	Alpha text
	Case Number	yes	2	2	alpha/numeric
	County	yes	4	4	code/numeric
	District	yes	4	4	code/numeric
	Unit	yes	4	4	code/numeric
	Worker	yes	4	4	code/numeric
	Secondary Worker	no			code/numeric
	Acceptance Date	yes-date HS approved	78	55	current process
	Open Date	yes	60	6	current process
(Legal Screen)	Legal Status	yes	64	11	47-OTI Delinq.
(Placement Screen)	Living Arrangement	yes	71	48	current process
(Placement or Youth DS)	Placement Date	yes	73	50	current date if HS
Youth Data Screen	Referral Source	yes	77	54	4 (always)
	Eligibility	yes	63	10	code
	Goal	yes	66	13	code
	Status	yes	67	14	code
	?FC event	yes	84	61	code
	Handicap	yes	81	58	code
	DOB	yes	17	18	MMDDYYYY
	Sex	yes	21	19	M or F
	SSN	no	18	22	numeric
	Race/ethnicity	yes	22	21	current process
	Client ID	yes	19	17	current process
	Religion	no	NA	NA	code


Parent Information Screen: Allow access to these fields but this is an optional entry screen, as none of this information is collected for the 133 or 5s.

Relatives/Other Persons Screen: Allow access to these fields but this is an optional entry screen, as none of this information is collected for the 133 or 5s.

Legal Information Screen: The only question which will need to show on this screen is Legal Status/Target group. The rest can be grayed out or not show at all. This will then give the necessary information for the 133 (item 64, code 47 for OTI Delinquency Supervision case and 50 for a Presentence Investigation case) and 5s (item 11).

Educational Information: Allow access to these fields but this is an optional entry screen, as none of this information is collected for the 133 or 5s.

Placement Data Screen: Follow the current Delinquency process for the Placement Screen. Do not allow access to payments screen. The user will not be allowed to access the Payments screens. The Placement reason



information will not be displayed. Placement Date, if youth is placed after a homestudy is done, will be overwritten from the placement screen if current date was entered for a homestudy.

Medical Data Screen: allow access to these fields but none of this information is necessary for the 133 or 5s. Follow current Delinquency process. Not required entry.

Medicaid Data: There are instances in which an OTI case would need to have a Medicaid case opened. We should allow access to the current Delinquency Medicaid process. This will also allow for the filling of Eligibility Items on the 133 (item 63 and MA information under item 15) and the 5s (item 10).

Comments Screen: allow access to this screen but none of this information is necessary for the 133 or 5s. Follow current Delinquency process. Not required entry. May be a good place to store information that is not collected for OTI cases, i.e. contact worker from another state, funding information, or court information.

Caseload Management Screen: This screen will be available, as OTI cases often require Service Plans. The funding redetermination will not be necessary.

Case Summary Screen: This is a display only screen and will display information which is available.

Family History Screen: allow access to this screen but none of this information is necessary for the 133 or 5s. Follow current Delinquency process. Not a required screen.

Report Generation Menu: Allow for the 133 and 5s, Youth Placement and Education Record, and Medical Face Sheet.

Case Closing: This screen will need to be available, with the entry of code 16-OTI activity completed. This will serve for the closing of the Homestudy if child not placed or closing of a supervised case.

REF 16A

**CHILDREN'S SWSS
REQUIREMENTS FORM**

Assigned Policy Analyst:	Carolyn Snyder
Date Received By BuIS:	
Requirement # (from BuIS):	C-26
Topic	Corrections to SWSS Data

Updated January 30, 1998

1. BUSINESS PROCESS. Describe the current business process for the requested enhancement. Be specific. Include all forms, documents, letters, and services manual policy related to the procedure. Prior to the completion of this form, discuss this process with the pilots to determine how this procedure is done in their county. Resolve discrepancies and work out any conflicts with current policy.

There is no formally recognized correction process on SWSS currently. Counties sometimes call the hot line or a SWSS team member and informally ask that the data they want corrected be changed by a programmer. The only history kept of these changes might be in the case file of a very conscientious worker.

2. SWSS INTEGRATION. Describe how this process should be integrated into the SWSS application. If applicable, list preceding and subsequent screens to help define system flow. Also include a flow chart whenever possible.

A corrections process is necessary at the time of SWSS implementation. Attached is a chart that lists all the screens that have been designed and the data on each screen that is to be corrected through a correction process.

With the use of the new data base technology there undoubtedly will be options available for the accomplishment of a corrections function that at this time is unknown to our group. However, the following criteria has been expressed by the Corrections Group as being necessary:

1. The corrections mode will be available off the Main Menu as a separate button that the worker could choose when they determine a correction needs to be made to any correctable data in SWSS. They would choose "corrections" and then choose the screen they need. When the screen came up they could correct the field(s) they needed to. In addition, couldn't they also make any "changes" to data that they might need to so that they wouldn't have to get out of "corrections" and then go back to the same screen and make whatever "changes" they may also need to make?
2. Once a case is opened, any data that is "correctable" data will appear greyed out on the screens and must be updated thru the corrections mode.

3. Any registration data can be changed (needs no correction function) if a 133A has not yet been printed. Supervisors can completely delete these unregistered cases if no 133A has been printed on SWSS. Once a 133A has been printed and submitted to ASSIST then the case is considered "Registered", the rest of the SWSS data screens are then available and corrections or changes to SWSS data are made on Child data etc. screens. Supervisors must "withdraw" these registered cases (133A has been printed and submitted to ASSIST).
4. Data in a case with an open status can be corrected using the "Corrections" button as mentioned above. Corrections made to data of currently open cases should not be applied to the case when it was in any other status.
5. Closed cases can be corrected in their closed status with the approval of a Supervisor. They should not be reopened, corrected and then closed. If a case is closed by mistake a supervisor should be able to reopen it.
6. All fields requiring correction need an audit trail containing the following information: Date of correction, worker load #, image of what the data element and/or related data elements looked like before the correction was made.
7. *It has been discussed that a method for viewing correction history could entail a worker clicking on a data element that requires correction then clicking on the "View Corrections Audit Trail" button and if any corrections have been made to this element a history of them could be viewed.*
8. If the worker corrects a field that has data dependencies involving data on other SWSS screens, then the system will need to notify the worker at that time. Once a worker begins correcting data element values, it is possible that the values will effect dependent data elements on other screens. For instance Legal Status dictates what living arrangements can be used. So a correction on one screen will have a ripple effect on the case, requiring corrections or changes to other data elements. (Please see the attached table for the known data dependencies.) SWSS must be aware of these dependencies so that a case is not corrected into an unstable state. (See CIS and ASSIST edit tables.) This can be addressed by forcing all dependencies to be corrected at the same time. (If one correction fails or is canceled, then they should all be undone.)
9. Data which is collected only for AFCAR reporting purposes will not require correction. The feds do not require notification of data that has been corrected.
10. By Log number a supervisor should be able to view all the corrections (audit trail information) made to a case historically.

3. **DATA ELEMENTS.** List and define each input element. Include tables when applicable. If available, use CIS or PSMIS definitions. *Use Word document DATAFRM.DOC. Attach completed document to this form.*

See attached table.

4. **EDITS.** List all; field and cross field edits desired, i.e., acceptable values for each field and how these values affect other fields on this screen or on other screens.

Element Name	Edit Description

5. OUTPUTS. Describe any reports, mainframe updates, or other system outputs associated with this request. Please include examples of each.

6. TRAINING ISSUES*. Describe any procedures contained in these specifications that have been identified as possible training issues.
The process for corrections is complex and should be incorporated into basis SWSS training.

Workers will need to understand that the status of a case - registered, open, closed have different criteria for corrections.

7. TESTING ISSUES*. Describe any special situations, changes or functions that will require additional testing as a result of these specifications.

8. POLICY ISSUES*. Describe any policy issues that arose as a result of these changes.

9. DEPENDENCIES. List any dependencies. Include conversions.

Known dependencies of data on SWSS is noted on the attached table. In addition, ASSIST and CIS also have dependencies on SWSS data.

10. SIGNATURES

	Signature	Date
Policy Analyst:	<i>Carolyn Snyder</i>	2/2/98
Policy Supervisor:	<i>[Signature]</i>	2/2/98
BuIS Analyst:	<i>[Signature]</i>	

*Revised on 12/12/96

FIELD NAME	FIELD REQUIRED?	CORRECTION FIELD?	DATA DEPENDENCIES	WHO CAN CORRECT?
Case Registrations				
FC & Del. All Elements	Y		ASSIST	Before printing Reg. 133 a worker can change any field ²
Case #	Y		ASSIST	
Scndry Wkr #	N		ASSIST & Adoption	
Res. County	Y		ASSIST	
DOB	Y		ASSIST	
Accept. Date	Y		CIS	
Open Date	Y	Y	ASSIST	Worker
	Y		CIS	
			Acceptance-Payment-Placement	
Ref Source	Y		CIS	
Sex	Y		ASSIST-AFCARS	
Case Name	Y	Y		
OTI	N			
DOB	Y	Y		Worker
Estimated DOB?	Y		ASSIST-AFCARS	
Birth Date	Y		Open Date-Payment-Medicaid	
Date Applied	C		ASSIST	
Religion	Y			

D



FIELD NAME	FIELD REQUIRED	CORRECTION FIELD?	DATA DEPENDENCIES	WHO CAN CORRECT?
Child Data cont.				
Prev. Adopt?	Y		AFCARS	
Child's Name	C		AFCARS	
Language	Y	Y	ASSIST	Worker
SS Card	Y		Verified by ASSIST and SSA	
Race	Y		ASSIST-AFCARS	
Migrant Status	Y		ASSIST	
Unemployed	Y		ASSIST	
His. Eth.	Y		ASSIST-AFCARS	
Rec. Type of FC	Y		ASSIST	
Coed	Y			
Goal	Y		CIS-AFCARS	
Status	Y		Living Arrangement- Legal Status	
FOEvent	Y		CIS	
			CIS	
			Legal Status- Funding Source- Living Arrangement	
Parents Unknown	N			

F

FIELD NAME	FIELD REQUIRED ?	CORRECTION FIELD?	DATA DEPENDENCIES	WHO CAN CORRECT?
Parent Info. & Adoptive Parent Info.				
No Known Rel.	N			
Handicap	Y			
Adoption Status	Y		CIS-AFCARS	
Adoption Type	Y		CIS	
Productivity	Y		CIS	
Member Name	C			
Relationship	C			
Unknown Address	N			
Person Status	Y			
Sex	Y			
DOB	Y			
DOB Estimated	Y			
CID	Y			
SSN	Y			
Language	Y			
Occupation	Y			
Other Info	Y			
			Overtime current- No correction to history	
			AFCARS	

F

Parent data cont.	At Time of Removal was child Living with Person?			AFCARS
	Worker Family structure, etc.	C		AFCARS
	Mother Married at the time of Birth?	C		AFCARS
	Primary Caretaker?	Y		AFCARS
	Secondary Caretaker	Y		AFCARS
	Government Worker?	Y	Y	3205-Eligibility and Funding Source
	Parent Show Active Interest	Y	Y	Worker
	Emergency Contact	Y		Worker
	Share Info. All elements except the one below	Y		
Relative/Other Person & Adoptive Household Members cont.		N		
	How active parent?	Y	Y	3205-Eligibility-Funding Source
School	All Elements	Y		Worker

6

Parent data cont.	At Time of Removal was child Living with Person?	Y	AFCARS	
[REDACTED]	[REDACTED]	C		
[REDACTED]	Mother Married at the time of Birth?	C		
[REDACTED]	Primary Caretaker?	Y		
[REDACTED]	Secondary Caretaker	Y		
[REDACTED]	[REDACTED]	Y		
[REDACTED]	Parent Show Active Interest	Y		
[REDACTED]	Emergency Contact	Y		
[REDACTED]	[REDACTED]	Y		
[REDACTED]	All elements except the one below	N		
Relative/Other Person & Adoptive Household Members cont.	[REDACTED]	Y		
[REDACTED]	[REDACTED]	Y		
School	All Elements	Y		

Just Benefits Corrections to corrections if - Y → N and when dates would be correction too

- date changes are a correction

Worker
Worker
Worker

2/2/98

I

5

Caseload Management	FC, Adopt. & Del.	N	Y	CIS	Supervisor
FC, Adopt. & Del.					
all elements					
Y=Yes, N=No, C=Conditional					

¹ When a worker completes a screen with updates to ASSIST or CIS a message should tell the worker that it is necessary to print a 133 for ASSIST for CIS for input. Please review 133 and 5s specifications.
² After printing the Registration-133 a worker can change the registration elements on the corresponding screens within the flow element they wish. If an ASSIST registration element is changed before the case is Active on SWSS. Before the case is Active a worker can change any a worker needs to be told that a change has been made and CIS needs to be updated. Each time a worker does a Funding Determination the due date on CIS is recalculated six months ahead.
³ A basic assumption is that all corrections will be done after a case is Active on SWSS. Before the case is Active see endnote #1
⁴ Funding Determination can change the Eligibility code and the RedeterminationDate on CIS. Eligibility is hard coded within SWSS. for that reason
⁵ Once Companion Cases are separated they can not be linked back together.

2/2/98

11.2 Memos and E-mails

11.2.1 Addendum 1

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: November 10, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation - Addendum 1

Based on further discussions of the October 14, 1999 memo regarding this module, it was determined that the following additional clarifications were needed:

1. Page 8, CI-1.6.18.1 should read 'Updateable on FC, JJ *and Adopt OTI* cases prior to opening. *Later, must be accessed via Corrections.*'
2. Page 8, CI-1.6.18.2 should be deleted.
3. Page 8, CI-1.6.18.3 should read "'Display only" on adoption case (non OTI) *using the date of the "order placing the child for adoption"*.'
4. Page 9, CI-1.6.21.1: Remove the correction requirement.

Please let me know if you need additional information.

cc: Carol Kraklan
Sue Doby
Phil Rock
Nancy Presocki

11.2.2 Field Level Helps Oct. 26 1999

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: October 26, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Field Level Helps in Module Documentation

We have reviewed the field level helps for the following modules and have clarifications to add for several:

- Case Registration: No changes or clarifications
- Login: No changes or clarifications
- Ticklers: No changes or clarifications
- Child Information: The word 'handicap' or 'handicaps' should be replaced with 'disability' or 'disabilities'
- Member Information: The 'Caretaker Family Structure' data is being moved to Child Information
- Education :
 - 'List Schools for another district' should say select if school is out of the county or state, a day care center, college or residential placement on-grounds school.
 - 'Date IEP Received' should say 'Enter *date* the IEP.....'
 - Continue Flow button takes the user to Medicaid

Please let me know if you need additional information.

cc: Carol Kraklan
Phil Rock
Sue Doby
Nancy Presocki

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Sue London, Director
SWSS Project

Date: October 14, 1999

From: Mary Ann Jensen, Consultant
SWSS Policy
Child and Family Services Administration

Subject: Child Information Module Documentation

We have carefully reviewed the User Requirements document on the Child Information Module and have the following clarifications:

Changes to October 5, 1999 Document (printed October 5, 1999):

1. Page 4: Change the word "worker" to 'user' in several (4) places on this page.
2. Page 4, 4th paragraph, 3rd line: Delete the word "some".
3. Page 5: Delete the 1st paragraph (immediately prior to 3.2).
4. Page 5, 3.2, 2nd paragraph: Change to read "~~Biological~~ Parent **and relative** questions **may** have an impact on funding."
5. Page 7, CR-1.6.10.1: Add "... **and needed for AFCARS.**"
6. Page 8, CR-1.6.18.1: Shouldn't this be a **correctable** field rather than updateable?
7. Page 9, CR-1.6.20.2: This is an ASSIST element.
8. Page 9, CR-1.6.21 and CR 1.6.23: These are CIS elements.
9. Page 9, CR-1.6.23.2: Add "...**except OTI cases. These must prefill with '4' OTI.**"
10. Page 9, CR-1.6.24: This is an AFCARS element.
11. Page 10, CR-1.6.27.3: This should be an optional field rather than required.
12. Page 10, CR-1.6.29 and CR-1.6.31: These are ASSIST elements.
13. Page 11, CR-1.6.33.1: This should be an optional field rather than required.
14. Page 12, CR-1.6.40 and CR-1.6.44: These are ASSIST elements.
15. Page 12, CR-1.6.41 and CR-1.6.42: These are AFCARS elements.
16. Page 12, CR-1.6.46 and CR-1.6.47: These are CIS elements.
17. Page 13, CR-1.6.48 and CR-1.6.50: These are CIS elements.
18. Page 14, CR-4.1.1: Client ID number is also an ASSIST element and the ASSIST race codes are being changed to allow up to 5 races.
19. Page 14, CR-4.1.2: Case number is also a CIS element.

Please let me know if you need additional information.

cc: Carol Kraklan Nancy Presocki
 Phil Rock
 Sue Doby

"We Strengthen Individuals and Families Through Mutual Respect and Mutual Responsibility."

11.2.4 Email

STATE OF MICHIGAN
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presocki, Manager
SWSS Development Team

Date: July 12, 1999

From: Mary Ann Jensen, ^{MCX}Consultant
SWSS Policy

Subject: Print 133a or 5S Alerts

This is to request that additional alerts be added in SWSS to remind users to print a 5S or 133a when fields are changed which need to be updated on CIS or ASSIST. The following is a listing of the additional alerts needed.

LEGAL – An alert is needed to remind user to print a 5S when the following fields are updated:

1. Commitment county
2. Commitment Offense
3. Type of Commitment
4. Court Indicator Code
5. Legal Status

EDUCATION – An alert is needed for a 5S when the Handicap code is changed.

FUNDING DETERMINATION – An alert is needed for a 5S when a Redetermination has been completed.

Attached is a complete list of the 133a and 5S alerts which should be in SWSS.

Thank you for your attention and cooperation.

cc: Sue London
Sue Doby
Phil Rock
Sue Tomes
Carol Kraklan

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CHANGES ON OPEN CASES AFFECTING ASSIST AND CIS

Italic - alert in place
Bold italic - no alert when tested
 Regular - no alert, but has check box or button to print \$s

CHILD INFORMATION
 ASSIST (133A)

CIS (5S)

Child name
County
District
Sex
Date of Birth Estimated
Date of Birth
Language
SSN
Primary Race
Migrant
Tribal Document
Secondary Race, Multiracial Indicator
Language
Hispanic Ethnicity

Open Date
Acceptance Date
Referral Source
Goal

Foster Care Event
Goal Status

YOUTH
 ASSIST (133A)

CIS (5S)
Productivity Status

LEGAL

CIS (5S)
Commitment Co
Commitment Date
Commitment Offense
Type of Commitment
Court Indicator Code
Legal Status - some edits and prompts in place
 (E.g., when I changed 42 to 41, I got a message to go to child to update goal and status, alert will appear there.)

PLACEMENT - Check box to print 5S
 ASSIST (133A)
Address - add check box?????

CIS (5S)
Living Arrangement
Provider number(s)
Placement begin date
Funding Source
Adoption Type
Adoption Suffix
Security Level

EDUCATION
 ASSIST (133A)

CIS (5S)
Handicap

MEDICAID - Check box to print 5s

ASSIST (133A)

CIS (SS)
MA Begin Date
MA Redetermination Date
Mother Status
Father Status
Third Party Code

FUNDING DETERMINATION

CIS (SS)
Redetermination Date

PRINT SS REPORT - Button on bottom to print 5s

CIS (SS)
USP Date

7/6/99

From: Carol Kraklan
To: DSS.BUIS (HADICKM3)
Subject: Acceptance Date sanity check -Reply

Yes, this is correct. I will make sure the testers receive this information.

>>> Mickey Hadick 07/06/99 11:55am >>>

The accept date on Case Registration continues to confound people, so I want to make sure it is coded as intended:

The ACCEPT DATE must be on or after REGISTRATION DATE.

The ACCEPT DATE may not be in the future (today is okay).

Also, the REGISTRATION DATE may not be in the future (today is okay).

Sound right?

6/22/99

6/22/99

From: Carol Kraklan
To: DSS.BUIS (PALMATIERP)
Subject: Child's client id -Reply

That's fine.

>>> Paula PALMATIER 06/22/99 01:36pm >>>
Virat has changed the SS process to not require the child's client id to open the case. The next time the worker enters the child information screen, it is required. They cannot continue or change any of the child's information until this is entered. Is this still correct?

6/23 - still requiring case #

R19 5

From: Nancy PRESOCKI
To: DSS2.CFS1.KRAKLANC2
Date: 6/13/99 10:16am
Subject: Clarification

Mary Ann sent me an Email to clarify the use of capitol letters in names.
This is how we will implement the change.

Form letters equals only the forms that use Letterhead.

Name lines equals the proper name of the person or school.

For everything else we will use Proper case, which is, capitalize the 1st
letter of a word following a space.

Please let me know if we if our understanding of Mary Ann's clarification is
incorrect. Thanks

CC: DSS2.CFS1.JENSENM2, ROCKP, LONDONS2, DSS2.CFS1.TOM...

STATE OF MICHIGAN *SA 6/11/11*
FAMILY INDEPENDENCE AGENCY

MEMORANDUM

To: Nancy Presock, Manager
ITMS-SWSS

Date: May 14, 1999

From: *not* Mary Ann Jensen, Manager
SWSS Policy

MAY 17 1999

Subject: Reopen and Prefill in SWSS

In testing the reopen/prefill process in SWSS, several problems were noted.

1. In the Flow specifications, it states that what information displays from the previous case on a reopen versus a prefill are different. This is a mistake. It does not appear that it was programmed differently, so this does not appear to be a problem in and of itself. Below is the table and narrative from the Flow specifications that specifically deal with what information must display for either a reopen or a prefilled case, without regard to the previous program type or the new program type. Corrections have been made to the table and narrative and are in bold or are struckout. This case information must display in the case even if the case is 10 years old. This will enable the worker to view the child's history.

ELEMENT NAME
Member Information
Last Name
First Name
Middle Initial
Relationship
Person Status

Child/Youth Data
Last Name
First Name
Middle Initial
AKA Name
Handicap - with pop-up: 1-9
Disability-pop-up box Y/N/Not yet determined
Mental Retardation
Visually or Hearing Impaired
Physically disabled (Youth)
Emotionally Disturbed (DSMII)
Other Medically Diagnosed Condition

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Requiring Special Care
DOB
Is DOB estimated? Y/N
Sex
SSN
Race Codes - Pop-up with:
Primary Race Code
Multiple Racial Indicator Y/N w/ pop-up
Secondary Race 1
Secondary Race 2
Hispanic Ethnicity Y/N
Tribal Documentation P/V/N
Language
"Has child ever been adopted?" If yes - pop-up with:
Age of child at adoption
Religion

3 B C 1/1/18

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30

Relatives/Other Persons*
Last name (other person's)
First name
Middle initial
Address-same format as Youth Data
Phone-same format as Youth Data
DOB
Is DOB estimated? Y/N
Sex
Race codes-same as Youth Data
Client ID
Relationship
Education
Occupation
Caretaker Family Structure
Religion
SSN
Emergency contact? Y/N

Legal Data
None **All Data should display

Structured Decision Making (SDM)
None-N/A

Services***
None-N/A

Education
None***- All Data should display

Placement Data
None*** All Data should display

Funding Determination
None*** All Data should display-See below for Conditions

Payment Authorization
None*** All Data should display

Medical Data
All

Medical Records
All

*Relatives/Other Persons information will Prefill in the new Case but a Worker can delete these people from the Case on the Member Information Screen until such time that the Case is Active.

**All of this information should display on the new Case if the previous Case was Open or if there is dual legal status in Delinquency. In Delinquency there are dual legal Status codes that are only valid within SWSS, which will convert to CIS Legal Status codes on the 133a and 55. If an Active Foster Care Case becomes a Delinquency Case but court jurisdiction remains under the Neglect statute, the Foster Care Case will be closed using closing code 17-Closed to Neglect, Open to Delinquency. The Delinquency Case will be Registered using a Delinquency Legal Status, but the Legal Status in the Legal Information will be

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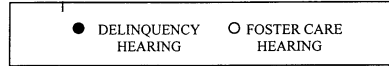
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convert in SWSS to either a 90-94. (See chart below.) The Delinquency Case would not be opened until such time that the Foster Care Case was closed. The Foster Care Worker would become the secondary Worker on the Delinquency Case. This will enable the Worker to keep track of the Foster Care Legal information but only maintain one Case on SWSS. On the Delinquency Legal Screen there should be an option button on the Screen that is Prefilled with Delinquency, but can be changed to Foster Care. If the option is selected as Delinquency, the court information should be updated for the Delinquency Case. If the Worker chooses Foster Care, the Legal Information would update on the Closed Foster Care Case. This situation would be applicable where the youth was a Foster Care Case and then became a Delinquency Case and also with Dual Wards, Legal Status/TG-52, and 90-94. Foster Care legal could be updated indefinitely if the court does not relinquish jurisdiction or the youth is a Dual Ward. The Delinquency Worker would only be able to update the Delinquency Legal Information and the Foster Care Legal Information would be display only and vice versa.

36

This capability would only be available if the Delinquency Case was prefilled from a Foster Care Case. What about Cases with TG/Legal Status 52, dual wards who are converted and do not have a Closed Foster Care Case.



***In the instance where there is already an Open Case and the existing Case does not actually close, i.e., closing codes 17 Closed to Neglect, Open to Delinquency, or the new CIS code 19(?), Closed to Delinquency, Open to Neglect, all information should transfer to the new Case, as in the Reopen process.

The conditions for Funding Determination are:

- If a FC case is open and the youth becomes a delinquent, a JJ case will be opened with a dual legal status as stated above. A new initial funding determination will NOT be done in this instance, unless the child had been placed in his/her own home, living arrangement 01, in the FC case and then removed due to a new delinquency petition.
- If a closed FC case is being reopened, the worker will do a new initial funding determination. The previous funding determinations should display.
- If a closed FC case is prefiling an addnew JJ case, the worker will do a new initial funding determination. The previous funding determinations should display.
- If the supervisor is correcting case closing by reopening either a FC or JJ case, this means the case was closed and should not have been, a new initial funding determination will NOT be done in this instance, unless the child had been placed in his/her own home, living arrangement 01, and then removed due to a new petition.

If the previous case is open and Medicaid is active on the case, the information should prefill on the new case. The worker should not have to close MA on the previous case and reopen it on the new case.

2. While testing the above process, the following errors were found: (See attached screen dumps)

- Case Registration-
 - The FC worker did not display as a secondary worker on the JJ case.
 - The acceptance date from the FC prefilled on the screen, there will be a new acceptance date for the JJ case.
 - If Medicaid is open on the other case, the Register MA button should be grayed out.

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